



**Merchants' Academy**  
**BE PROUD**

**SENCO ROLE**

**INFORMATION FOR CANDIDATES**

[merchantsacademy.org](https://merchantsacademy.org)

## SENCO Role

From January 2017

Full time, Permanent

MPS/UPS + £9000 allowance, Health Cash Plan and Benefits package

Merchants' Academy is a 3-18 Academy sponsored by the Society of Merchant Venturers and the University of Bristol. The Academy is well resourced and staff and their development is a priority.

Applications are invited from high quality candidates to join an enthusiastic and dedicated team at Merchants' Academy as SENCo. This is an exciting time to join us as the Academy grows and standards rise. You will have specific responsibilities including the day to day running of the SEND Team, and leading the development of provision for students with additional learning needs across both the secondary and primary phases of the Academy

We are seeking an inspirational teacher who is committed to raising the attainment and aspirations of our students. In return you will join a first class staff team and have every opportunity to further your professional development and career.

Candidates for this post should be:

- inspiring and able to motivate and challenge students to make rapid progress.
- able to establish strong relationships and have excellent interpersonal skills.
- bold, optimistic and tenacious in setting and achieving high standards.

**Closing date: 17.00 Friday 27th October 2017, interviews will be held on Tuesday 31<sup>st</sup> October 2017.**

*Merchants' Academy is part of Venturers Trust and is committed to equality, safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for all staff.*



Venturers Trust is a new Multi Academy Trust based in Bristol formed through the merger of CGS Trust and Merchants' Academy Trust in September 2017. Comprising Primary, Secondary, all-age schools and a Special school the Trust has 3,200 pupils and 700 staff. The Trust is sponsored by the Society of Merchant Venturers and the University of Bristol.

The Society of Merchant Venturers is a private entrepreneurial and charitable organisation that actively supports enterprise in Bristol. It has been involved in improving the city's education for at least 400 years. As a sponsor, the Merchant Venturers are heavily involved in all aspects of the Trust including Governance. They bring first class expertise in governance and a wide range of business acumen to the benefit of our schools.

The University of Bristol ranks as one of the top 10 universities in the United Kingdom. It is committed to encouraging the number of local students seeking a place within Higher Education. The University is actively involved in the development of the Trust's curriculum and Governance and allows our pupils and students to access its excellent academic facilities. The University has created an extensive programme of opportunities for our pupils which no other schools have. The University also offers support in other areas, such as research and mentoring.

Both sponsors seek to ensure that all our young people receive a truly inspiring education. Their support, challenge and expertise are greatly valued.

The Academies of Venturers Trust comprise of:

- Bannerman Road Community Academy
- Barton Hill Academy
- Colston's Girls' School (consisting of Secondary and Sixth Form phases)
- The Dolphin School
- Fairlawn School
- The Kingfisher School
- Merchants' Academy (an all-age school consisting of Primary, Secondary and Sixth Form phases)
- Venturers' Academy





Venturers Trust is fortunate to be able to recruit and retain the very best staff. In addition to contractual entitlements such as annual leave and occupational pension, we recognise the important role our staff play by providing for them a range of benefits as well as flexible employment arrangements and a family-friendly approach.

Our current benefits *(for all staff on Venturers Trust contracts and working over 10 contractual hours per week)* include:

**WELLBEING HEALTH CASH PLAN** - A valuable Health Cash Plan that provides cover for routine healthcare such as dental check ups, eye tests, physiotherapy, and specialist consultations. Benefits for children of employees up to the age of 18 are included free

**EMPLOYEE ASSISTANCE PROGRAMME** - The EAP offers cover for employees and their immediate family members residing at the same address, including children in full-time education

**TRAINING AND DEVELOPMENT** - First class training and development opportunities are provided within the Trust

**HIGHER DEGREE SUPPORT FUNDING** - Significant contribution to the funding of Master's Degrees at the University of Bristol by the Trust and the University of Bristol as our sponsors

**RESEARCH PRACTITIONER BURSARIES** - Awards of up to £1,000 per project, for staff to undertake in-house research that would benefit the Academy

**PROFESSIONAL DEVELOPMENT** - 10 Professional Learning days per year

**FREE LUNCHES** - A free lunch is provided every day to any member of staff who performs at least one lunchtime duty a week

**FREE USE OF THE GYM AT THE SPORT CENTRE** - use the gym free of charge and get subsidised prices for the many classes available

**CHILDCARE VOUCHERS** - Participation in the Childcare Voucher Scheme, free of tax and national insurance

**BICYCLE PURCHASE LOANS** - After having successfully passed the probationary period employees are eligible to request a Bicycle Purchase loan up to the value of £1,000 through the 'Cycle to Work' scheme

**ICT LOANS** - A loan repayable over a 2 year period as part of a Salary Sacrifice scheme

**RETAIL DISCOUNTS** – An extensive range of free goods/services and discounts available to staff

**PROFESSIONAL INTRODUCTION INCENTIVE** - Payable following the successful completion of the probationary period of the new member of staff to the member of staff who made the introduction

**RELOCATION SUPPORT** - An interest free loan to staff who are relocating repayable over 2 years up to £5,000 or the equivalent of 2 month's salary

*Further details of our employee benefits can be found on the Academy website.*





## Merchants' Academy

Merchants' Academy provides a unique opportunity for students in Bristol to join a school from Reception through to the age of 18. In addition to those who progress into the Secondary from our own Primary, we welcome students every year from many primary schools across the city and whilst students from our primary have an understanding of our vision and ethos, the pastoral team work with all incoming students to ensure that there is a clarity for all with respect to both our expectations and our vision.

'Our successful sixth form is rapidly growing and our sixth form students are ambassadors for the academy community.'

**Samantha Williamson, Principal**

Merchants' Academy has a distinctive and positive ethos which guides our work and the education of our students. Preparation for adult life underpins our Academy aims and the well-developed culture which is established across all aspects and functions of the Academy. We are committed to the success of each of our students whatever stage they are at in their education and this is reflected through the Academy's values and commitment to:

- provide high quality education and a thirst for life-long learning
- enable everyone to enjoy success and achievement
- promote confidence and a strong sense of personal worth
- have high expectations which will be reflected in the targets set for staff and students alike
- harness the energies of children, students, staff and parents to establish a genuine partnership with the Academy for the benefit of all
- establish a business-like ethos by beliefs in values and attitudes such as hard work, honesty, integrity, respect and concern for others
- provide quality opportunities for the spiritual, moral, social and cultural development of our children and young people
- ensure that the effectiveness of all Academy staff is maintained and developed through considerable investment in high quality, continuous professional learning

This is demonstrated through constant reference to our BRISTOL Values of:

**Boldness:** Aim high, show courage and hope to push against any barriers

**Respect:** Be considerate and respect the rights of others

**Integrity:** If it's not right, do not do it. If it's not true, don't say it

**Service:** We have a responsibility to the future and each other

**Tenacity:** Tough times don't last, strong people do

**Optimism:** No pessimist discovered the secret of the starts or uncharted land

**Learning:** A commitment to lifelong development unlocks your full potential



## Living in Bristol

Merchants' Academy is on the southern fringe of Bristol very close to the open fields of Bath and North Somerset and easy travelling distance from the city, country villages and further afield. Academy staff have an enviable choice of places to live within a city and region that is viewed as one of the areas with the highest quality of living in the UK.

Bristol is the largest city in the South West and the region's leading centre for business, culture and education. It is built on the confluence of the Rivers Avon and Frome, and is a beautiful, vibrant and fashionable city. Its harbour, which weaves its way through the heart of the city is lined with restaurants, clubs and bars, museums, arts, science and media centres. The narrow winding streets, radiating from the water's edge, reveal elegant parks and squares and stunning architecture.

The city has a long tradition of trade and engineering and recently celebrated Brunel 200, the 200<sup>th</sup> anniversary of the birth of Isambard Kingdom Brunel, one of the most inspirational engineers of the 19th century and the person responsible for some of the great icons of Bristol's industrial heritage.





<b>Post:</b>	Raising Standards Leader - SENCO
<b>Responsible to:</b>	Assistant Vice Principal - Inclusion
<b>Liaising with:</b>	Principal, Head of Primary, Vice Principal (Secondary), Assistant Vice Principals (Cross phase)
<b>Purpose:</b>	To lead the Academy in delivering on the highest possible levels of achievement and attainment through ensuring that the SEN Team has the best staff, improves standard of learning and has the highest level of expectations for all. In order to achieve this, the job description is in addition to that of a teacher.

## Quality of Teaching and Learning

- Monitor the quality of teaching and learning across all curriculum area lessons.
- Lead in the scrutiny of both teaching and assessment to ensure the highest standards for all staff and students.
- Ensure that curriculum staff develop a range of teaching strategies to drive up progress, improve teaching standards and learning experiences.
- To facilitate collaborative planning and assessment to ensure the highest possible level of teaching, learning and student progress.
- Support all curriculum staff in the relentless approach to the positive discipline policy.
- Ensure the effective setting, marking and scrutiny of homework tasks.
- Monitor and analyse attainment and progress levels across the Academy and within teaching groups in order to put in place appropriate interventions for staff and students.
- Monitor and analyse attainment and progress levels of all vulnerable learners such as SEND, G&T, FSM and CLA, and prioritise interventions that will ensure that the achievement and standards of all groups is improved.
- To ensure all aspects of teaching and learning are planned appropriately to take into account the needs of all groups, inclusive of SEND, G&T, FSM and CLA.

## Leadership and Management

- Lead, develop and hold to account staff within the Academy
- Ensure high expectations from all staff within the Academy
- Ensure all staff are motivated in delivering the Academy vision.
- Ensure the effective implementation of the Academy policies, in particular the teaching and learning policy and the positive discipline policy.
- Induction of new staff to the curriculum area and ensure requirements for teaching and learning are met.
- Lead and ensure accountability of staff within the curriculum area that hold additional responsibilities.
- Ensure lesson observations and performance appraisal processes are completed for all staff within the curriculum area.
- Monitor and evaluate the performance of all staff and take action where there is under performance.
- To be active in the Raising Standard Leaders meetings to ensure highest possible standards.
- Calibrate assessments made by staff to ensure accurate predictions for students.
- Ensure that all curriculum area staff communicate regularly and effectively with parents.
- Ensure that there is effective planning for the induction and support of new staff, newly qualified staff and training teachers that may hold posts within the curriculum area.

## Strategic Vision and Curriculum Planning

- To inspire others to embed the vision and core BRISTOL values into every aspect of Academy life.
- Lead the curriculum staff through the development and implementation of a Raising Attainment Plan.
- Ensure that staff are up to date with education developments.
- Ensure that the most appropriate curriculum is followed at all key stages and that schemes of work are regularly reviewed and lesson plans developed.
- Monitor and implement continual professional learning opportunities for staff within the curriculum area.
- Complete examination analysis and use this information to scrutinise practice, identify priorities and inform future planning.
- Ensure the effective and efficient use of resources, including budget management and support staff, in order to drive up standards.
- Inspire teachers to take learning beyond the classroom through the provision of excellent co-curricular opportunities.
- Contribute towards the curriculum structure and learning interventions across the whole Academy.

## Other duties and responsibilities

Carry out other duties that the Principal of the Merchants' Academy may reasonably request.

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CRITERIA	ESSENTIAL
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Graduate with QTS</li> <li>• Evidence of recent and relevant professional learning</li> <li>• A relevant SENCo qualification or willingness to complete</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• A successful teaching record</li> <li>• Experience in data, tracking and target setting</li> <li>• Experience in facilitating behaviour/ Anger Management groups, as well as Social Skills group</li> <li>• Teaching across KS3 and KS4</li> </ul>
<b>Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>• To be able to coordinate and deliver intervention programmes</li> <li>• Experience of working with children that have social, emotional and behavioural difficulties</li> <li>• High level of oral, written and ICT skills</li> <li>• Knowledge of current national initiatives</li> <li>• Clear understanding of the Annual Review process for students with statements</li> <li>• Track student data and assess student progress</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Excellent attendance record</li> <li>• To establish positive relationships with students, staff and external agencies</li> <li>• Prioritise, plan and organise self</li> <li>• Reflective practitioner who responds to change positively</li> <li>• Team player</li> <li>• Commitment to inclusion</li> <li>• Participate in extra-curricular activities</li> </ul>



**Closing Date for Applications:** Friday 27th October 2017 at 17:00

**Interviews:** Tuesday 31<sup>st</sup> October 2017

Application forms must be completed in full and applicants should directly address the skills and experience outlined in the person specification.

An Application Form is available in electronic format at [merchantsacademy.org](http://merchantsacademy.org) and should be returned electronically along with the Equality Monitoring Form by following the instructions at the **Work With Us** section of the Academy's website.

## SAFER RECRUITMENT IN EDUCATION

Venturers Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work. The aims of our Safer Recruitment procedures are to help deter, reject or identify people who might abuse children or are otherwise unsuited to working with them.

### Information for Applicants

All applicants for all vacant posts will be provided with:

- A job description outlining the duties of the post, including safeguarding responsibilities.
- A person specification which will include a specific reference to suitability to work with children.
- A Venturers Trust Application form, and all applicants for employment will be required to complete this application form, containing questions about their academic and full employment history and their suitability for the role (in addition all applicants are required to account for any gaps or discrepancies in employment history).

### Shortlisting and Reference Requests

References will be requested at the selection stage directly from the referee. They will be asked:

- the referee's relationship with the candidate;
- details of the applicant's current post and salary;
- performance history and conduct;
- any disciplinary action involving the safety and welfare of children, including any in which the sanction has expired;
- details of any substantiated allegations or concerns relating to the safety and welfare of children;
- whether the referee has any reservations as to the candidate's suitability to work with children. If so, the Trust/Academy will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.

### Interviews

At least one member of each interview panel will have completed Safer Recruitment Training. The selection process for every post will include exploration of the candidate's understanding of child safeguarding issues.

### Pre-Employment Checks

All staff will require an enhanced DBS. Prohibition and Overseas checks will also be completed if necessary.