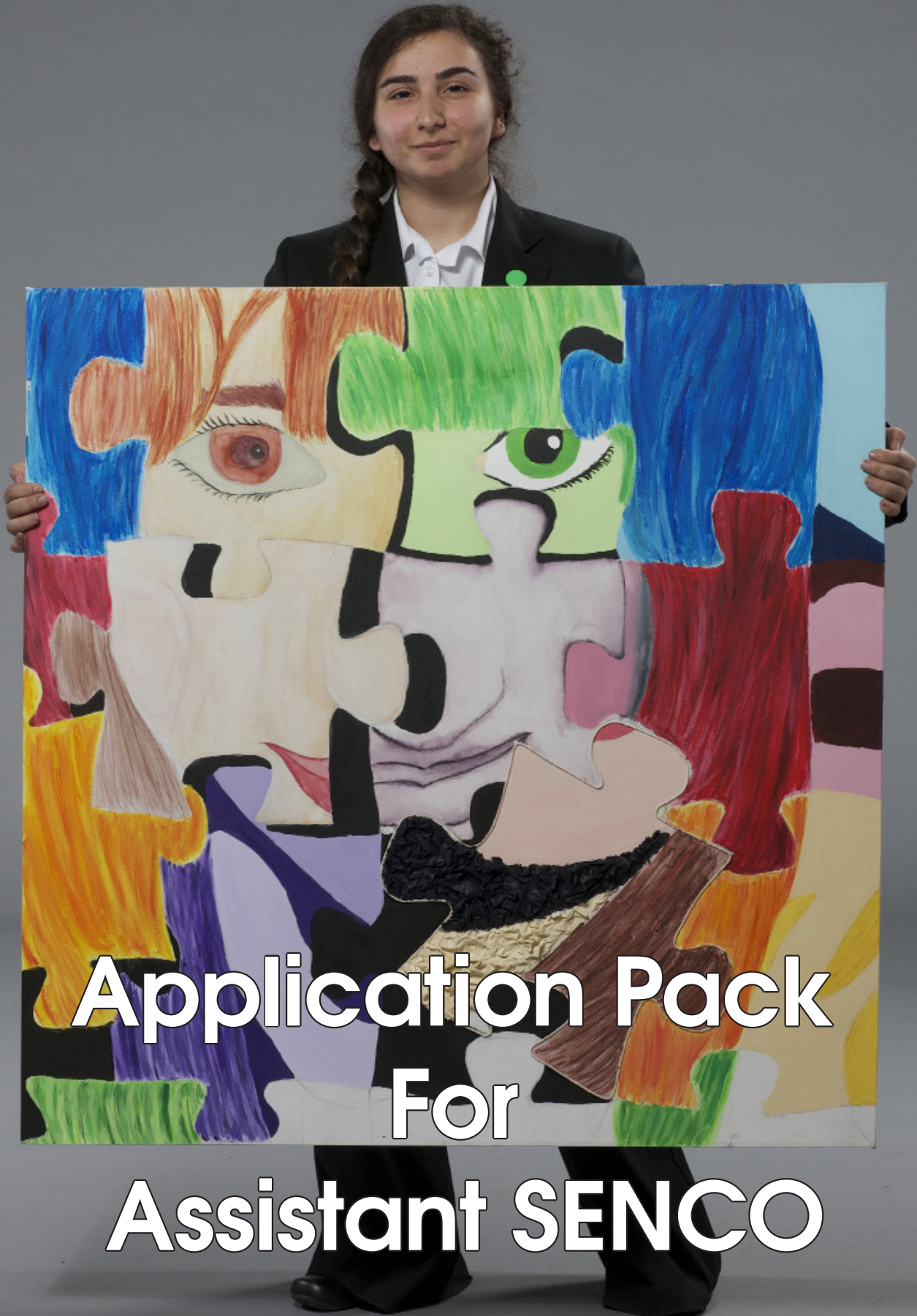




Francis
Combe
Academy



Application Pack
For

Assistant SENCO

Welcome

Dear Candidate

I am delighted that you have expressed an interest in working at Francis Combe Academy.

If you were to be successful in your application, you would be joining an Academy that is showing excellent improvement and is really going places. Results are on an upward trend, and we achieved our best results as an Academy this summer. We are also very fortunate in benefiting from a major new building, which opened the doors to its first phase last year. This £25 million investment has cutting edge technology, flexible learning areas, inspiring internal and external spaces, and real links with the local community. All in all, it will be a wonderful place in which to work and learn.

Our sponsors, the Mellor Educational Trust (MET), bring expertise and provision in a range of areas, allowing us to broaden our already impressive offer.

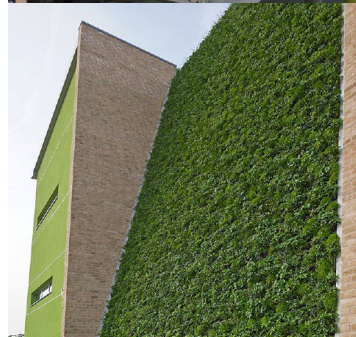
We are keen to recruit high calibre, forward-thinking staff who wish to be part of the current and future success story of Francis Combe Academy. You would be joining an exceptional team and fantastic students who inspire each other and visitors to the Academy as we raise aspirations, exceed potential and further the culture of developing successful, well-rounded young people who are building the personal, vocational and academic tools that will enable them to make the most of their lives.

If you are passionate about working within education, and really believe that you can make a difference, then I warmly encourage you to take the time to complete our Academy Application Form.

I look forward to receiving your application.

Yours faithfully

Deborah Warwick
Principal





Transforming lives through
learning

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Job Description

Job Title: Assistant SENCO

Line Managed by:
SENCO

Main Purpose:

This post is an important post in our Academy. The role involves working with the SENCO to support all activities to help students with Special Educational Needs to have equal access to educational opportunities at Francis Combe Academy.

The role will involve teaching small groups of students and could be filled by a teacher or by a Higher Level Teaching Assistant.

Job Details

Organisational Duties

Set up and up date student assessment evidence folders for exam access arrangements and required support.

Liaison with Parents and Staff

- Communicate regularly and effectively with the parents of students with SEN by holding meetings, writing letters, conducting surveys and making telephone calls.
- Communicate regularly and effectively with staff to collect information and disseminate data and up to date information about students.
- Work with the Exams Officer to ensure that students receive the support they are entitled to for exams.
- **Intervention Programmes.**

- Carry out specific small group and individual teaching for students with SEN needs and those with low literacy and numeracy skills including assessing students.
- Assess students reading ages and carry out screening for other special needs such as dyslexia.
- Schedule and manage intervention programmes delivered by Teaching Assistants.
- Record the outcome of student assessments of progress on a regular basis so that records are always up to date.

Multi-Agency Work

Contact external agencies to support students as appropriate and to attend multi-agency meetings as appropriate.

Administrative Tasks

Take and keep accurate records of minutes of meetings. Populate students profiles

Other Accountabilities

- The proper use of the Academy's communication devices, i.e. phones, computers, etc., for the purpose of Academy business.
- Acting at all times in accordance with the Academy's published policies and procedures.
- Ensuring that the Academy's Equal Opportunities Policies are complied with and promoted in carrying out the specific duties of the post.
- Ensuring that the requirements of the Data Protection Act 1998 c.29 are complied with in carrying out the specific duties of this post.
- Ensuring that any expenditure incurred

or committed is in accordance with approved provision and with the agreement and permission of the Finance Officers or other person with delegated authority.

- Participating in the training of staff both formally and informally.
- Promoting the Academy in a positive manner.
- Ensuring all Health and Safety and COSHH regulations and guidelines are observed.
- Use the equipment and materials supplied by the Academy in accordance with the manufacturer's recommendations and instructions of use.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
EDUCATION	<ul style="list-style-type: none"> ▪ QTS ▪ Successful teaching experience in a secondary school ▪ Hold National Award for Special Education Needs Co-ordinator 	<ul style="list-style-type: none"> ▪ Evidence of Continuing Professional Development relevant to the SENCO role. ▪ Leadership Team Experience.
EXPERIENCE	<ul style="list-style-type: none"> ▪ Experience of effective deployment of staff or resources ▪ Experience in managing a team ▪ Experience of working with external providers to enhance curriculum delivery and pastoral care for students 	<ul style="list-style-type: none"> ▪ Experience of introducing new initiatives and/or of managing change
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> ▪ Knowledge and understanding of national and regional education issues relating to provision for students with additional needs ▪ Understanding of effective teaching and learning strategies including behaviour for learning ▪ Has the knowledge and understanding of current and national issues in relation to student development, student progress and raising achievement at KS3/KS4 and 6th Form ▪ Good understanding of best practice and current educational thinking 	<ul style="list-style-type: none"> ▪ Knowledge and experience of school improvement planning ▪ Knowledge and experience of monitoring, evaluation and review processes ▪ Understanding of how to track student achievement using data and of intervention strategies to raise achievement
MOTIVATION AND SOCIAL SKILLS	<ul style="list-style-type: none"> ▪ Vision to develop SENCO role within an Academy on its journey to outstanding ▪ Ability to motivate, lead and support staff and students ▪ Excellent communication and interpersonal skills ▪ Ability to analyse problems, reach considered judgements, resolve issues and delegate effectively ▪ Personal organisation and time management skills ▪ Ability to communicate effectively, both orally and in writing with a range of audiences 	
PERSONAL QUALITIES	<ul style="list-style-type: none"> ▪ Dynamic nature with innovative ideas and a passion for teaching and learning ▪ The highest levels of personal and professional integrity ▪ Energy and drive 	

	<ul style="list-style-type: none"> ▪ Ability to motivate self and others ▪ A commitment to raising the aspirations of the whole school community 	
PLANNING, TEACHING AND CLASS MANAGEMENT	<ul style="list-style-type: none"> ▪ Demonstrates clear strategic thinking on how to support students with identified needs to make progress ▪ Plans teaching and personalisation to achieve progression in students' learning ▪ Makes effective use of assessment information on students' attainment 	
MONITORING, EVALUATION AND REVIEW ACCOUNTABILITY	<ul style="list-style-type: none"> ▪ Has the skills and aptitude to lead and manage teams and be accountable for outcomes to SLT ▪ Is able to monitor student and staff performance ▪ Is able to evaluate and review progress and evaluate change 	
OTHER PROFESSIONAL REQUIREMENTS	<ul style="list-style-type: none"> ▪ A commitment to, and understanding of, the wider aspects of student development, including Numeracy and Literacy ▪ Has the ability to plan and lead on whole school initiatives ▪ Successful practice that embodies the principles of Every Child Matters ▪ Has the ability to work with parents, external agencies and the wider community ▪ Is flexible, able to work under pressure and meet deadlines 	

How to Apply

Interviews:



To apply, candidates should submit the following:

- Completed Application Form, which must be completed in full. We regret we cannot accept CVs
- Supporting statement (letter of application) of no more than two sides of A4

The application form is available in electronic format and can be downloaded from our website www.franciscombeacademy.org.uk

Please save your application form and supporting statement in Word (.doc) format.

For more information about this position or to have an informal discussion about your application, or if you require any assistance, please contact Jacqui Hurst (email J.hurst@franciscombeacademy.org.uk) or telephone (01923 620747).

NB We will request references for those selected to interview within two days of finalising the shortlist.

All completed application forms and supporting statements should be emailed no later than the 22nd January 2018

We look forward to hearing from you.





Facilities

Francis Combe Academy boasts state of the art facilities

The cutting-edge facilities offered by our brand-new £25 million building mean that both students and members of staff work and learn in an environment that inspires creativity and achievement, and creates an array of avenues for success through learning.

A flavour of our facilities include the following areas of the Academy, and we look forward to showcasing the rest of our facilities if you wish to visit the Academy prior to application, or as part of the interview process.

**Brand *new* and
bang *up to date***



The Agora: outside amphitheatre which is an excellent space for outside learning and productions.



Sports hall - State of the art sports facilities and fabulous grounds.



The Plaza - our fantastic Plaza offers a wealth of learning resources and laboratories including a wonderful central open plan learning space.



Art & Design - An amazing space creating 5 classrooms, over two open plan floors, 2 food tech rooms and outstanding design and technology suite.



WHAT'S GREAT ABOUT WATFORD

Watford is a compact and prosperous town whose economic fortunes and lifestyle opportunities have undoubtedly been influenced by its big brother 16 miles down the road, London.

As Hertfordshire's largest town, situated in the south of the county between the M25 and M1 motorways, Watford is well-served by a network of communication links that make it appealing both for everyday commuters and for those contemplating moving away from the overcrowded conurbations of the capital.

Getting around Watford

Watford is one of the most well-connected towns in Britain, located equidistant from the M25 orbital ring road and the M1 motorway along with the main A41 trunk road that runs through the town from Aylesbury to the north west and the centre of London 16 to the south east.



Watford Junction is the main train station and is conveniently located a short distance from the town centre which links the town with nearby St Albans, Hemel Hempstead, Bushey, Harrow & Wealdstone and Kings Langley. The Metropolitan line of the London underground also stops in Watford, the station being located in Cassiobury Park Avenue. Not forgetting London Euston.

Alternatively, all major bus routes that serve the town centre pass through the main bus station close to the train station,



with services run by a number of bus operators.

Eating, drinking and shopping in Watford

Watford is a major retail hub and at the heart of the town is the Intu Shopping Centre. With over 140 shops and several



restaurants, the Intu is Watford's premier shopping offering and is home to a number of leading high street names, including John Lewis, Marks & Spencer, Zara, H & M, BHS, River Island and Next.

And when it's time for some respite, Watford has its fair share of coffee shops in and around the town centre.

Watford's restaurants are never too far from the rest of the town's nightlife, with High Street, Intu Centre and The Parade having the lions share of eateries with the usual culinary delights – Indian, Chinese, Italian and Greek.

Live entertainment is provided by the Palace Theatre, and various clubs who welcome the best from London's thriving stand-up scene. Elsewhere, the Pumphouse Theatre and Arts Centre hosts a number of performances and exhibitions. And there is a Vue multi-screen cinema and a bowling alley in the Woodside Leisure Park in Garston. When it comes to sport, the town is home to Watford FC and Saracens Rugby Club

play in the Guinness Premiership. But if you prefer to participate rather than spectate there are a number of leisure centres in the area along with several private health and fitness clubs.

Housing

Whether you want a flat or house, town centre or countryside, to buy or to let, Watford has the ideal place for you to live. Watford has everything from modern town centre flats to large, spacious, family homes in the countryside all easily accessible through the great transport links.

Residential

Watford is an ideal place to purchase a property that is well connected to both



the centre of London and the open countryside giving an enjoyable mix of both lifestyles. There is a great mix of housing with everything from stunning homes to flats in the town centre.

Lettings

Watford has a wide range of properties that are available to let to suit all budgets. Whether you are looking to rent a family home or a town centre flat, Watford has something to suit your requirements.

A list of a few local estate agents (This list is not exhaustive)



Aitchisons
Telephone 01923 231662



Claytons
Telephone: buying 01923 599041, letting 01923 599040



Connells
Telephone: buying 01923 599022, letting 01923 230403



Lettings Plus Property Management Services Ltd
Telephone: 01923 608636

The Academy's HR Department is always on hand to assist new members of staff with any accomodation/housing reqiurements, to ease your transition into your new role.



Selection Process

The process is split into three stages:

1 Application

Through your application form we are looking for:

- Previous experience as a good to outstanding teacher
- Your experience of implementing strategies to improve student achievement and successfully raising standards
- What positive impact you could have on our Academy

2 Interview tasks

Shortlisted candidates will be asked to carry out the following tasks:

- Deliver a lesson
- Learner discussion activity

3 Interview

To be confirmed

15th Jan - 21st Jan Potential candidates have an opportunity to contact the Academy to find out more information about the role.

Recruitment Open Event Thursday 20th January 2018 (2pm until 4pm) or by arrangement with Academy

22nd Jan

Deadline for Applications is noon. Applications should be emailed to j.hurst@franciscombeacademy.org.uk

To be confirmed

Formal interviews will take place at Francis Combe Academy. Candidates will undertake two tasks prior to the formal interview stage. All candidates will be contacted – both those successful and those not successful.

If anyone wishes to visit the Academy prior to shortlisting please contact Jacqui Hurst via e-mail at j.hurst@franciscombeacademy.org.uk