



# Director of Inclusion

## Candidate information

## Letter from Mrs Julie Swales, Executive Principal

*Dear Colleague*

*Thank you for taking an interest in our Trust and particularly in the post of Director of Inclusion.*



*I know how important it is to make the right decision when deciding whether to apply for a post, especially if you are happy in your current role. This is a crucial position in the Guilsborough Multi Academy Trust and the successful applicant will work across Guilsborough Academy and Naseby Church of England Primary Academy. It is important to find out as much as you can about us, so I would encourage you to visit our websites [www.guilsborough.northants.sch.uk](http://www.guilsborough.northants.sch.uk) and <http://nasebyschool.co.uk> where you will find lots of information, including our recent newsletters.*

*Following changes to the national guidance and a continued relaxation of the lockdown, we are once again welcoming colleagues who wish to see our academies in action. Please contact Helen Thompson, our HR Manager, on [hr@guilsborough.northants.sch.uk](mailto:hr@guilsborough.northants.sch.uk) if you would like to arrange a tour.*

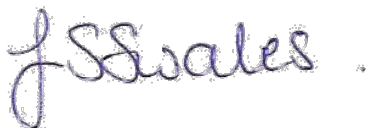
*Our Ofsted report for Guilsborough can be found [here](#) and for Naseby can be found [here](#) and our SIAMS report for Naseby can be found [here](#), which are all further sources of information for you and which highlight 'the positive learning environment in which lessons take place' and 'outstanding behaviour' of our children.*

*I myself, like many staff at Guilsborough Multi Academy Trust, have been here for several years. Long serving colleagues say that they stay because of the pupils, their colleagues, and the training and career development opportunities they are able to access.*

*My personal belief is when we attract fabulous colleagues, look after their welfare and give them an environment where they can flourish, we continue to give our children the high-quality education that they deserve.*

*If you feel that Guilsborough Multi Academy Trust could be the right place for you then we would welcome your application.*

*With best wishes for the future.*



*Julie Swales*

*The proud Executive Principal of Guilsborough Multi Academy Trust*

## About Guilsborough Multi Academy Trust

We are a small MAT located in North West Northamptonshire on the Northamptonshire/ Leicestershire/ Warwickshire borders. We are presently comprised of two academies: Guilsborough (11-19) Academy and Naseby Church of England Primary (4-11) Academy. Guilsborough is a "converter" Academy and formed a Multi Academy Trust with our partner primary school, Naseby Church of England Academy in 2014.

### The aim of GMAT

Our aim is to pursue and promote sustainable excellence in the provision of 4-19 Education for the benefit of our children, staff, parents/carers and the wider community.

### The GMAT Strategy

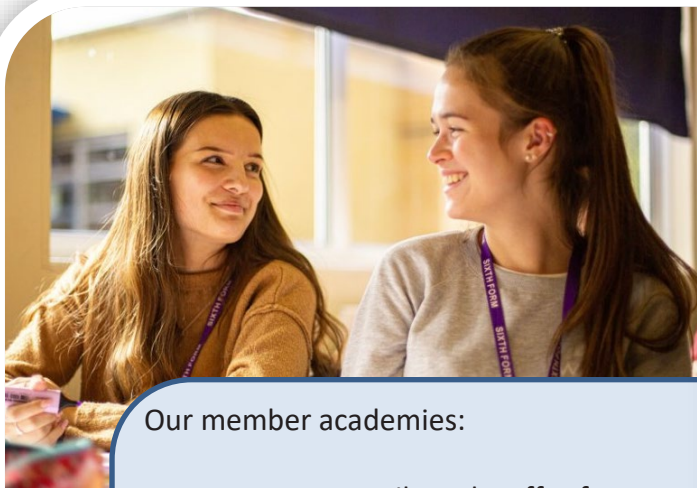
We play an active role in the wider community of educators. We value productive relationships and partnerships that help us to maintain and further develop our expertise, and we also seek opportunities to share our own best practice with others.

We value our relationship with church colleagues and the expertise they bring to our Trust.

We recognise and encourage the individuality of our academies, and the need for them to reflect the character of the communities that they serve. Success and excellence warrant a greater autonomy.

The Trust values the work of our Academy Governors to hold their Academies to account and to constructively monitor school progress. Intervention must come where and when it is needed and in proportion to the identified area of development.

The Trust provides a set of centralised services to support our academies and help them remove distracting administrative duties from our education leaders. Through the centralisation of support services, we can create centres of excellence in our back office that help create savings we can direct into the classroom to continually drive-up education standards.



#### Our member academies:

- ❖ Keep our pupils and staff safe
- ❖ make the achievement of learning goals enjoyable
- ❖ encourage pupils to appreciate the value of education and the opportunities it can create; and
- ❖ prepare our pupils to be active and valued members of society.





## Welcome to Guilsborough Academy

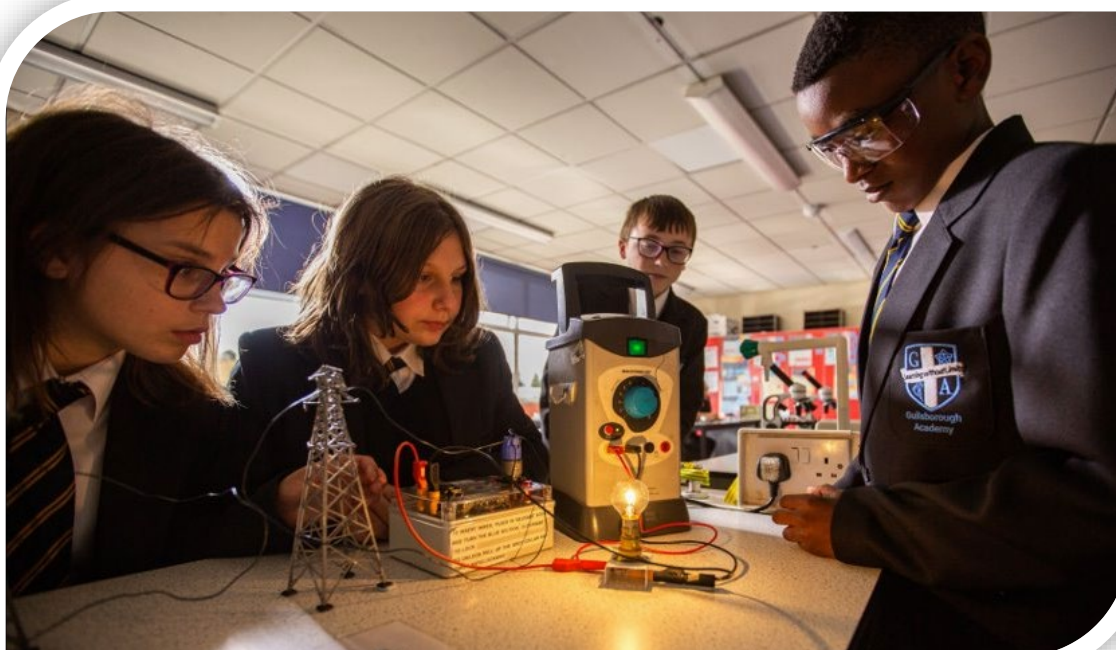
At Guilsborough we believe that learning should be enjoyable and challenging. This belief, combined with the excellent teaching skills and commitment of our staff and the enthusiasm and hard work of our pupils, lies at the heart of our success.

We are passionately committed to the achievement of every individual pupil and to providing high standards of teaching and learning. Our reputation with the local and wider community rests on consistently providing quality education for pupils of all abilities. Our pupils' excellent academic achievements can be seen in the national league tables. Every year our most able pupils achieve very highly; we encourage and support pupils to aim for top universities, whilst also providing strong support for alternative routes to higher qualifications post 18. This is supported by our excellent Careers programme. We also hold the prestigious CEIAG award (Career Education, Information and Guidance).

We are committed to a comprehensive intake and accept pupils of all abilities and strive to meet their needs. We are an inclusive school community with pupils from a wide variety of different social and cultural backgrounds, as well as pupils with special educational needs. We aim to challenge all our pupils to reach their full potential and celebrate their successes. We ensure that those pupils who have special learning needs are provided with appropriate support, so that they too may reach their potential.

We nurture individual strengths within our pupils and encourage them to explore a wide variety of interests within and beyond the school curriculum. Our aim is to develop thoughtful, kind and considerate adults, who will not only contribute to the school, but also to the wider community. Pupils' personal development and happiness are very important to us and our extensive programme of extra-curricular activities, including excellent Music, Drama and Sports provision, supports this process. We expect high standards of behaviour and seek to build strong relationships between staff and pupils. Considerate and responsible attitudes and behaviour are fostered through a strong Life Skills programme.

In 2019 the academy celebrated 60 years of successful education in the local community.



## Welcome to Naseby Academy

Naseby Church of England Academy is a small village primary school, with 82 children on roll, arranged across 3 classes. We are supported by Guilsborough Multi Academy Trust, as well as by the Diocesan Board of Education. The Trust has a good relationship with the Diocesan Board of Education, and both work together effectively to support the continued development and improvement of Naseby Academy.

The school is situated in the centre of the village and is within easy walking distance of the Parish Church (All Saints), the Village Hall, Methodist Chapel and other village amenities. Children from the nearby village of Haselbech and other surrounding villages attend our school. We cater for children aged 4 to 11. The school is an important part of the village community and links are fostered between the churches, community groups and residents, parents and the wider community.

The main school building and School House were built in 1843. Since then, the school has grown to include The Hub (small hall), a fourth classroom area, a modular classroom, and a library bus. The School House accommodates the main school office, the Head of School's office, a meeting room, the school kitchen, The Nurture Room and the staff room.

Outside we have a large, enclosed grass paddock with a trim trail, Forest School area, Prayer Shed and a tarmac playground used for PE lessons and play times. We also have a small garden and vibrant AstroTurf which the children use as part of the outside learning environment.

Our Christian values form a strong foundation for life at the Academy, with our one Golden Rule being to treat others as we would like them to treat us. We aim to ensure that all members of the school community feel safe, valued and cared for. We are inclusive and welcome others regardless of differences, appreciating and nurturing the uniqueness of each individual. Our special Christian identity is evident in the values we share and in the relationships that all members of the school community have with one another. We respect everyone, showing them the tolerance, understanding and forgiveness that we desire for ourselves.



## The SEND Department

The SEND department are a valued team, working with leaders and teaching staff to enable us to realise our ambition of all students *learning without limits*.

The team work together to ensure we are able to provide support for all SEND learners regardless of prior attainment, ensuring they receive the appropriate education they are entitled to. Their committed and driven approach, ensures we strive for equity and equality, so all our learners have the same opportunities, experiences, support and aspirations.

The department is fortunate to have a dedicated SEND administrator, 11 Teaching Assistants as well as a Deputy SENCO. Our Teaching Assistants offer classroom support, following a timetable which is regularly reviewed against progress data and qualitative feedback, to ensure we are responsive to identified need and supporting the Assess, Plan, Do, Review approach.

In addition to high quality teaching in the classroom, students may be offered short-term, focused interventions, led by the Teaching Assistants, to support and develop their key skills.

GMAT also offers a small Outreach Provision on site at Guilsborough Academy, accessed through a referral-based system. This provision primarily serves students with social, emotional and mental health needs. This short-term provision provides a nurturing environment with the aim of ensuring a successful transition back to mainstream lessons.



**Director of Inclusion / SENDCo**  
**0.8 FTE**

*(Full time may be considered for the right applicant)*

***Required for September 2021***  
***Salary: Competitive***

We are looking for an enthusiastic, experienced and highly committed individual to join our leadership team as Director of Inclusion based at Guilsborough Academy.

The successful applicant will lead high quality SEND provision across the Trust which enables excellent learning outcomes and success for all young people. They will provide clear guidance for staff on the implementation of quality first teaching strategies to raise achievement for students with SEND, as well as establish and manage bespoke interventions to support the academic, social and emotional progress of identified students.

The successful applicant will need to hold the National Award for SEN Co-ordination (or be currently working towards it) as well as have relevant SEND experience.

For further information and an application form please visit our websites.

Visits to the Academies is welcome, please contact Mrs Helen Thompson, HR Manager on 01604 749105 to arrange a suitable time.

**Closing date: 9.00am on 24<sup>th</sup> May 2021**  
**Interviews will take place on the 27<sup>th</sup> May 2021**

We reserve the right to close this vacancy early and so applying early is advised.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We are also committed to meeting the requirements of disability discrimination and other legislation.



## **JOB DESCRIPTION**

**JOB TITLE:** **Director of Inclusion/SENDCo**

**RESPONSIBLE TO:** **Member of the Senior Leadership Team**

The Director of Inclusion, with the support of the Principal, Head of School and colleagues, will seek to develop effective ways of overcoming barriers to learning for all students and sustaining effective teaching through the analysis and assessment of students' needs; by monitoring the quality of SEND provision and standards of students' achievements and by setting targets for improvement. Specific Responsibilities will include:

<b>Purpose</b>	<b>To support and facilitate learning, enabling students to achieve to their individual potential through effective use of data, high standards of teaching and a positive climate</b>
<b>Specific Responsibilities</b>	<ul style="list-style-type: none"> <li>• Oversee and help determine the strategic delivery of the SEND Code of Practice at Guilsborough Academy and Naseby Primary School.</li> <li>• Ensure that all SEND students make progress in line with the academy's expectations.</li> <li>• Support the strategic development of the Trust through contributions to the formulation of school policies and the Academy Improvement Plans.</li> <li>• Identify training and development needs to support colleagues' ability to meet the standards required.</li> <li>• Ensure that all students have access to appropriate curricular provision</li> <li>• Manage the delivery of specific interventions.</li> <li>• Prepare regular written reports on the progress of students on the SEND register, including reports for the Annual Review.</li> <li>• Oversee provision mapping to match resources to appropriate, need-based support.</li> <li>• Work together with pastoral colleagues for holistic student support</li> <li>• Classroom teaching on a reduced timetable according to strength</li> </ul>
<b>Leadership</b>	<ul style="list-style-type: none"> <li>• Advise the Principal, Head of School and the Governors on the Trust's SEND policy and the implementation of the DfES Code of Practice</li> <li>• Oversee the day-to-day operation of the Trust's SEN policy and procedures</li> <li>• Lead and manage the Learning Support Assistants including effective further professional development at Guilsborough Academy</li> <li>• To be responsible for the SEN budget</li> <li>• Ensure that the Trust complies with the requirements of the Equalities Act, including the development of policy and practice.</li> </ul>
<b>Monitoring, Assessment &amp; Planning</b>	<ul style="list-style-type: none"> <li>• Monitor and evaluate the effectiveness of interventions and support for students with SEN.</li> <li>• Create impact reports and case studies on the outcomes of intervention for the Trust</li> <li>• Liaise closely with the English and Maths departments in the identification and provision of literacy and numeracy interventions at Guilsborough Academy</li> <li>• Screen and test students on entry and be involved with the primary liaison programme</li> </ul>
<b>Communication &amp; Reporting</b>	<ul style="list-style-type: none"> <li>• Oversee and monitor the work of all external professionals working with SEND students</li> <li>• Communicate effectively with pupils, parents and professionals according to students' needs</li> <li>• Ensure that SEND students have a clear student voice and are encouraged to take part in a wide range of school activities</li> <li>• Establish and maintain a system for a parent voice in relation to SEND</li> </ul>



## Person Specification – Director of Inclusion/SENDCo

	Essential	Desirable
<b>Qualifications</b>		
Teaching Qualification	E	
Holds the required NASENCO qualification upon appointment		D
Evidence of appropriate further qualifications and professional development, e.g. MA or leadership courses		D
<b>Knowledge &amp; Experience</b>		
Track record of making interventions that have had a positive impact on student progress	E	
Experience of working within the framework of the SEND Code of Practice	E	
Excellent classroom practitioner	E	
Proven track record of leading and motivating other members of staff	E	
Supporting students with a range of learning and additional needs in class and small group settings		D
Familiarity with using achievement data to track student progress	E	
Designing learning materials that are tailored to meet the needs of a range of learners	E	
Understanding of procedures related to exam access arrangements		D
Working and liaising with range of professionals and external agencies	E	
Use of diagnostic testing material and resources		D
Financial planning and resource allocation		D
<b>Safeguarding</b>		
Full understanding of the Safeguarding requirements and how teachers promote the welfare of students	E	
Enhanced DBS and validated references	E	
Eligibility to work in the UK	E	
Recent safeguarding training	E	
Safer recruitment training		D
<b>Personal Qualities</b>		
Ability to engage with and motivate students who may find learning a challenge	E	
Ability to quickly build effective working relationships with a range of stakeholders, including parents	E	
An innovative and positive attitude	E	
Excellent communicator, both orally and in writing	E	
An ability to retain a sense of perspective and humour in the face of adversity	E	



## Support for our staff

At Guilsborough Multi-Academy Trust we value our staff. We are very aware that the positive contribution of all staff is a significant factor in the success and long-term sustainability of our Academies. Without your energy, drive and enthusiasm, the Academies would not be in the successful places they are today or as prepared to face new challenges in the future.

The benefits, support, health and wellbeing initiatives included in this bulletin are a summary of what is already available to us as well as an introduction to a few new offers and ideas.

- **Staff working party for Wellbeing.**
- **Dedicated and talented staff who are keen to build on our high expectations.**
- **Great students who are enthusiastic and motivated.**  
*We have a very positive ethos and excellent staff/student relationships.*
- **A developmental and supportive culture for continued professional development.**  
*The school strives to deliver personalized pathways and opportunities in order to enhance the growth and development of all staff members.*
- **A good working environment with good resources.**
- **Supportive parents and carers.**
- **A fabulous location.**  
*We are based in Guilsborough, Northampton on a large and beautiful site.*
- **HR Services on site**
- *Confidential advice and guidance on HR policies and procedures including: Maternity, Paternity, Adoption leave. Accessing staff services such as occupational health and counselling. Flexible working. Long term and short-term absence support.*
- **Eye Tests**
- *Visual Display Unit (VDU) users are entitled to a free eye test.*
- **Multi-Gym**
- *All employees have access to the multi-gym and this is available for staff only use: Mon-Fri 7.30-8.30am and 4.30-5.30pm. Staff showers are available.*
- **Pension Schemes**
- *GMAT offers a defined benefit pension scheme which is supported by school contributions as well as those of the employee. GMAT has two pension schemes, the Teacher's Pension Scheme and the Local Government Pension Scheme.*
- **Healthy Eating**  
*Our in-house catering firm offer a healthy range of food at both break and lunch-time. Staff are entitled to a free lunch if undertaking an evening duty.*
- **PTA**  
*We have active PTA groups that all staff can get involved in if they wish. There are many events organised throughout the year, raising funds for the Academy.*
- **Additional Training Days**  
*Additional training day for curriculum development*
- **Extended breaks**
- **Library - Book Club**
- **Friday night staff sports club**
- **Walking Club**





*We look forward to receiving your application  
and welcoming you to our  
Guilsborough Trust family.*