



SENCO

Recruitment Pack

Introduction

Welcome from Jane Fletcher, CEO and Rupert Nichols, Chair of the Aldridge Education Board of Trustees

Aldridge Education is a norms-led organisation committed to providing an equitable and high-quality education for all. Sponsored by Sir Rod Aldridge, we have a strong desire to be entrepreneurial in approach and to provide our students with all they need to leave compulsory education with genuine choices available to them about their futures.

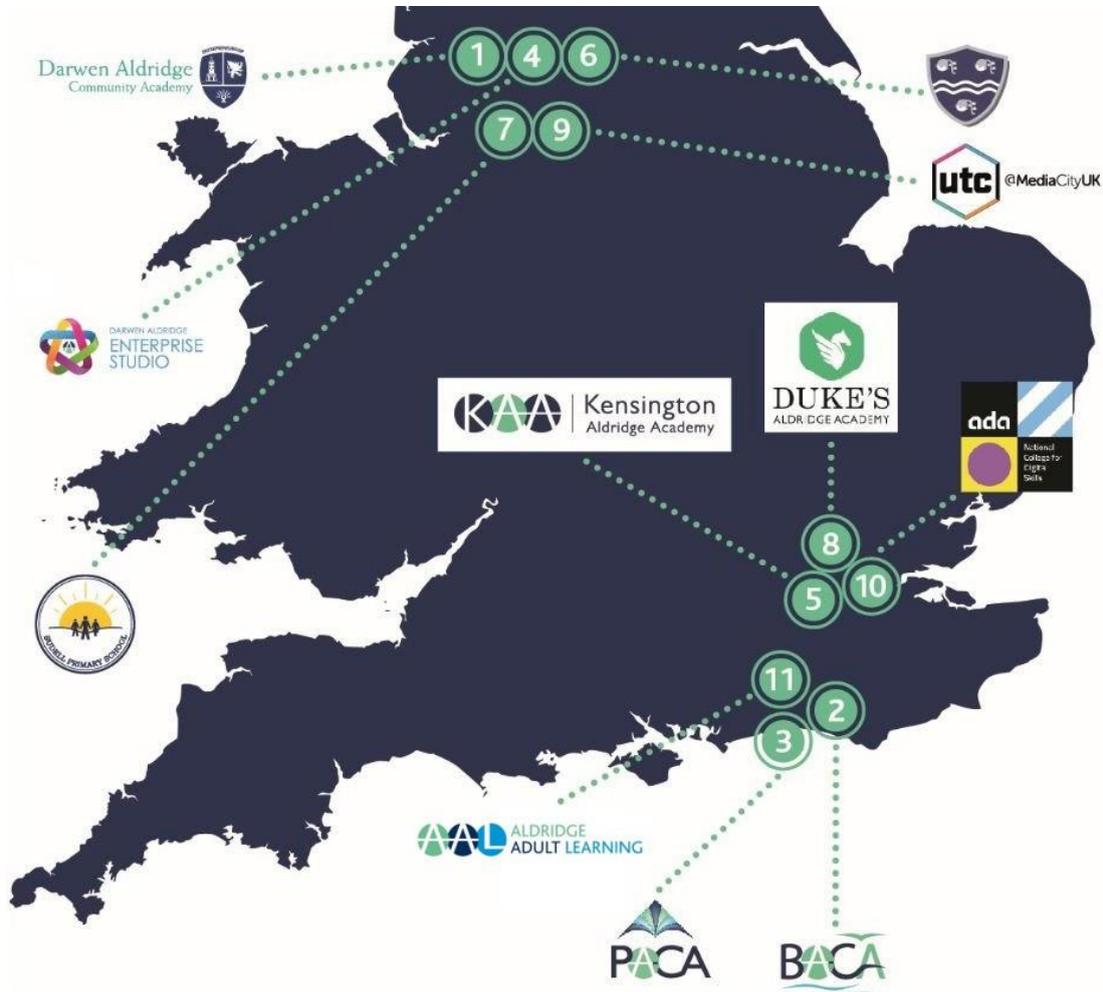
The trustees of Aldridge Education are both proud of the work being done across the Trust and keen to continue that work as we continue to pursue our mission, build towards excellence and broaden our scope.

Together, we are looking for an individual with integrity, high standards and a bias for action to join part of our team. Who you are and your approach to your work is as important to us as what you know – we're genuinely in the work together at Aldridge Education and so we're looking for someone who wants to be a part of the team.



Aldridge Education

Aldridge Education is a semi-national multi-academy trust with schools located in West Sussex, London, Salford and Lancashire. We also have family links with Ada, the National College for Digital Skills and we are the lead sponsor for Kensington Aldridge Academy, secondary school of the year in 2018.



Our ethos and values

Our mission is to bring true equity to education through academic rigour and whole-learner development; supporting aspiration for all and leaving no one behind.

Everyone working for Aldridge Education is asked to commit to these norms and to being open to improving our practice as we see ways to better embody both our norms and our mission.

We are Aldridge Education

We all own the name, the right to speak, the reward and the responsibility. We believe the best of each other, speak positively and act with thought and purpose in order to find solutions and to do good work.

The standard is excellence

Excellence is our bar – it's what we aim for together, nothing less – so we support each other to get better faster.

We champion equality

Inclusion and equality are central to our mission. We aim to leave no-one behind and we are fiercely anti-discrimination.

We're in the work together

We each stand by our mission and we act with transparency and clarity. Because we share accountability, we both give and receive feedback. We celebrate honest support that makes us collectively better.

We behave with integrity

Professionalism, honesty and humanity underpin every word and action. Truth and kindness work hand in hand.

We lead by example

We own our responsibility to live our norms. We expect to be role models to those around us in matters both small and large.

We use time well

Time is precious so we work smart. We select actions and tools that provide the most benefit from time invested. We avoid creating unnecessary work for others.

Our ethos and values

Aldridge Advantage

There are two key themes to our work and five strands of activity.

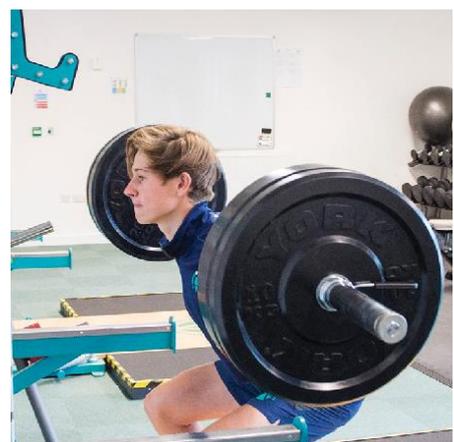
Our themes are:

1. **No-one left behind**
2. **Bringing learning to life**

These sum up the intentions of our work and the things for which we want to be known.

The five strands of activity in our current strategic plan, which runs through to 2026 are:

1. **Organisational culture**
2. **Excellent learning for all**
3. **Whole-learner development**
4. **Valuing our people**
5. **Partnership-working**



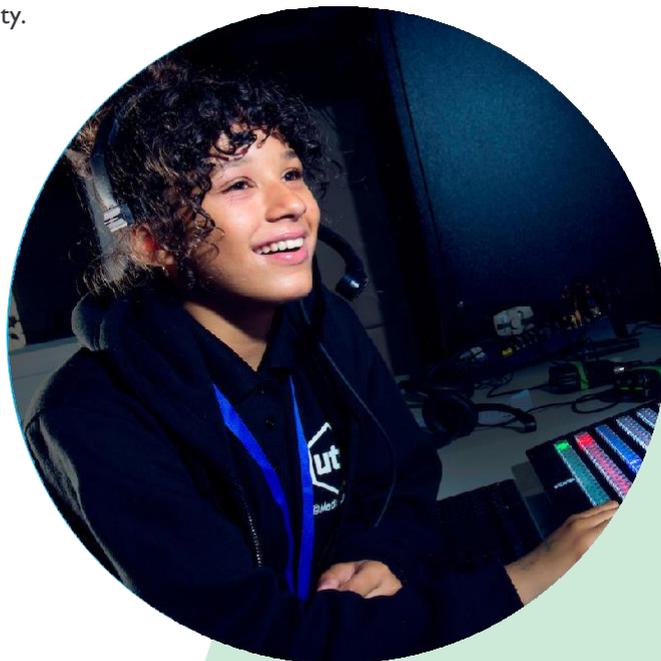
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About Aldridge Education

Aldridge Education Information

Aldridge Education is a charitable trust whose entrepreneurial community schools help young people to reach their potential. We seek to work with our Principals and teachers in rapidly improving the quality of education on offer at primary, secondary and sixth-form levels in order to transform the life-chances of our students.

Aldridge Education was established as a national multi-academy trust by the Aldridge Foundation in 2016, taking over responsibility from the Foundation for its family of non-selective academy schools and colleges, and acting as lead sponsor for a single academy trust within the Aldridge family of schools.

Sir Rod Aldridge launched the Aldridge Foundation in 2006 after retiring from Capita Plc, the business he set up and which became one of this country's most successful companies. The shared belief of both organisations is that we exist to seek equity for our communities, to bring learning to life through our entrepreneurial spirit and attributes, and that it is a combination of excellent academic provision and great personal development that helps our learners thrive. We seek to provide context and relevance to their learning, and to foster creativity, passion, determination, risk-taking, problem-solving and teamwork. These characteristics help our students achieve in their education and acquire further vital skills for adult life.

For more information, please view our website: www.aldridgeeducation.org

I look forward to hearing from you.

Jane Fletcher

Aldridge Education, CE



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About Dukes

Dukes Aldridge Academy Information

The academy enjoys a rich mix of culturally diverse students drawn from one of London's most ethnically vibrant wards. This socio-economic profile shields a positive and vital aspect of our academy's community. The academy's specialism is for the arts (English, Media and Art). The academy is fully integrated with the secondary base of the Vale Special Academy for children with physical disabilities and complex needs which share the campus and buildings.

Duke's Aldridge Academy is a member of the Aldridge Education family of academies. The link to the website is as follows: <http://aldridgeeducation.org/> Duke's Aldridge Academy (formerly Northumberland Park Community School) was judged as 'good' in its last Ofsted inspection in November 2019. We have set ourselves the goal of moving from being good to being outstanding in all aspects.

Duke's Aldridge Academy places teaching and learning at the heart of everything we do and continuously supports and trains its teachers to become excellent. The academy has achieved a dramatic improvement in achievement over the past few years, breaking through the presumptions that social deprivation limits attainment. We intend to continue to raise achievement beyond national averages and that of academies whose children and families are in more fortunate circumstances, as for our children more than others, education and achievement is a vital basis for their future life chances.

When staff, students and families walk through our gates and onto our site, they belong to the Duke's Aldridge Academy. In this community, we build meaningful relationships based on trust and mutual respect. Our classrooms, corridors and the academy environment are safe spaces where nobody is judged and everyone is valued. Our ethos, driven by our commitment to Duke's values, is built on inclusion and our dedication to care for member of our community as an individual. We put learning and learners first in every decision we make. We are proud of our academy and committed to supporting all staff and students to "be the best you can be".

Once appointed, we expect that all staff will continue with their professional development which emphasises teamwork and the sharing of good practice. Our programmes for trainees and NQTs are particularly strong and have been highly praised by HMI. Staff are valued highly, moral is high and there is strong recognition that all play an important role to enable our academy to succeed.



JOB DESCRIPTION

Academy:	Dukes Aldridge Academy
Job Title:	SENCO
Reporting to:	Vice Principal / Assistant Principal
Contract Basis	Full Time
Salary	Leadership 6 – 10 (£62,304 - £67,880)

Overall Purpose of the Role:

To ensure that the Special Education Needs (SEN) provision is effectively and efficiently lead and managed across the academy. The SENDCo will manage the day-to-day operational and strategic aspects of policy and the department to level the playing field for students with SEN. All legal and statutory requirements are met for students with SEN.

Key Responsibilities:

- Strategic, operational and legal direction and development of SEN provision
- Coordinate student assessments and access arrangements
- Leading and managing staff within SEN
- Efficient and effective deployment of staff and resources within department
- Monitoring the impact of the work of the SEN department and adjusting as necessary
- Meeting all statutory and legal obligations for children with a SEN
- Building and delivering targeted and co-ordinated approaches to the delivery of professional development for all staff so that teaching and interactions are inclusive and support students to thrive
- Create a team of highly trained and effective teaching assistants that are motivated and know how to work with students to support them to be successful and independent
- Be responsible for the Ofsted aspects for excellent SEND provision and ensure that the school meets all aspects of this expectation

Strategic direction and development of the SEN provision:

- Ensure effective systems of communication, including feedback about students' learning to inform future planning
- Keep the SEN register up to date, and all staff informed of any changes. Review the register termly and ensure all staff are clear on the adaptations needed for students that they teach
- Monitoring the quality of SEN support by establishing and maintaining effective systems to identify and meet the needs of students, whilst ensuring that the systems are coordinated, evaluated and regularly reviewed
- Ensure that the objectives of the SEN policy are reflected in the academy improvement plan and risk register.
- Liaise with and coordinate the contribution of external agencies, ensuring comprehensive intervention and targeted support to the meet the needs of students
- Build a robust system for staff to pass concerns on at the earliest opportunity. Ensure that concerns are addressed in a timely way
- Up-to-date knowledge of national and local initiatives which may impact upon policy and practice.

Assessments and Access Arrangements:

- Provide the admissions team and the senior leadership team with advice on suitability of prospective students through scrutiny of evidence provided and/or assessment
- Coordinate access arrangements for baseline and external examinations
- Coordinate and ensure high standards of assessment, evidence gathering and compliance for access arrangements for public examinations
- Liaise with the examinations officer to ensure up-to-date information and records for access arrangements
- Communicate information on access arrangements to staff
- Conduct screening assessment on all students on entry and as required
- Analyse and communicate assessment data for teaching, learning and access arrangement purposes, including through the Universal Graduated Response
- Ensure that suitable arrangements are in place according to need for students with access arrangements

Lead and manage staff:

- Lead and manage all staff within the SEN department.
- Advise the Principal and SLT on all staffing matters within the department.
- Appraise all staff within the department in line with the trust's appraisal policy
- Encourage all staff to recognise and fulfil their statutory responsibilities.
- Identify the training needs of staff in the department and wider staff body, plan, organise/coordinate/deliver training during INSET
- Manage the provision of in-class support by SEN learning support assistants and teaching assistants.
- Manage interventions through satellite provision to ensure that learning needs for SEN students are fully met.
- Manage and direct the SEN team in collaboration with the reading lead to ensure that reading ages of the weakest students are rapidly improved.
- Provide regular information to the principal, SLT and governing body on the evaluation of the effectiveness of provision for pupils with SEN, to inform decision-making and policy review.
- Attend and contribute to the school panels to support complex needs for students

Efficient and effective deployment of staff and resources:

- Provide advice to the principal and SLT relating to resource requirements, the deployment of staff and timetabling in relation to the support of SEN
- Communicate effectively with staff to ensure appropriate deployment of learning resources including technologies
- Maintain resources and explore opportunities to develop and incorporate new resources from the wide range available within and externally to both schools.

Relationships

You are responsible to the principal as delegated.

Other Responsibilities

Operating at all times within the stated policies and practices of Dukes Aldridge Academy and the wider Trust.

- Share and be fully aligned with the vision and operating norms of Dukes Aldridge Academy, and of Aldridge Education
- Value, support and champion all school improvement levers: the practices and strategies, which drive our continued progress and school culture
- Support colleagues and be generous with sharing knowledge and skills, which will develop others
- Champion the success of your team and encourage them to be the best that they can be

Abiding by and practicing the Aldridge Education Operating norms:

- We are Aldridge Education
- The standard is excellence
- Our people matter
- We're in the work together
- Character is key
- We lead by example
- Every moment matters

Equal Opportunities

- To know and adhere to the Dukes Aldridge Academy equal opportunities policy and equalities legislation and implement in relation to job responsibilities in employment and service delivery.

Health and Safety

- To take reasonable care for his/her own health and safety and any other person(s) who may be affected by his/her acts or omissions at work, in accordance with the Health & Safety legislation.
- To co-operate with the Dukes Aldridge Academy insofar as is necessary to enable it to comply with its duties under relevant health and safety legislation.

Safeguarding of Children Young people and Vulnerable Adults

To be aware of and work in accordance with the Dukes Aldridge Academy safeguarding child protection policies and procedures in order to safeguard and promote the welfare of children and vulnerable adults and to raise any concerns relating to such procedures which may be noted during the course of duty.

The post holder will be required to have a valid Enhanced Disclosure and Barring Service (DBS) certificate and be re-checked every 3 years as per procedure.

Requirements	Essential	Desirable
EDUCATION		
First degree	X	
Qualified Teacher Status	X	
National Award for SENCO's or equivalent (NPQ)		X
KNOWLEDGE, EXPERIENCE AND SKILLS		
Experience of Special Education Needs within secondary education	X	
Experience identifying, monitoring and providing effective support for students with SEN	X	
Understanding of the 11-16 educational contexts, national priorities and standards	X	
Good working knowledge of relevant legislation, particularly the SEN Code of Practice	X	
Excellent communication, organisation and interpersonal skills with the ability to make points clearly, to listen, understand and respond in a variety of situations	X	
Ability to train staff in aspects of SEN	X	
Proficient in IT – including the use of management information systems, and data analysis	X	
The ability to work with a range of students at all levels	X	
Experience of working with a range of stakeholders, both within and outside of the schools		X
PERSONAL QUALITIES		
Genuine passion and a belief in the potential of every student	X	
Commitment to Aldridge Education's mission of providing an excellent education to every student	X	
High level of self-awareness and self-management in challenging situations	X	
Resilient, motivated and committed to achieving excellence	X	
Commitment to regular and on-going professional development	X	

Lead by example to all staff and students	X	
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Application process

HOW TO APPLY / PROCESS OF SELECTION

If after reading the details you would like to apply for this post, please:

Complete the application form in full online via the Trust's Every HR Applicant Tracking System:

<https://candidates.every.education/Vacancies/Details?advertKey=d8fdeaf7-2e33-4735-a997-bdef14edd252>

Interviews are planned for: tbc

Completing the application

Candidates are asked to complete all the standard information required on the application form and to submit a support statement addressing the job requirements.

References

Candidates are advised that references will be taken up immediately after shortlisting. Candidates are asked to ensure that their referees are aware of the need to respond within the timescale set. In all cases two professional references are required.

Safeguarding Statement

Aldridge Education is committed to safeguarding and promoting the welfare of its students and expects all employees and volunteers to share this commitment. Where the role for which you are applying involves engaging in regulated activity, it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

A copy of Aldridge Education's Child Protection policy is available on our website at www.aldridgeeducation.org

Following successful shortlisting, Aldridge Education will carry out the necessary prohibition checks for all teaching staff, as well as for all candidates undertaking regulated activity. If you are shortlisted for the position you are applying for, you will be required to complete a Declaration giving details of any relevant criminal offences and other relevant information relating to our safeguarding duty. Further information will be provided on that form.

Any offer of employment will be made conditional upon a satisfactory enhanced DBS check and other safer recruitment checks.

If you are shortlisted for the position you are applying for, Aldridge Education will undertake online searches (including social media) in accordance with KCSIE 2023.

This post is considered exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975,



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