



# The Joseph Whitaker School

*An Academy specialising in Sport and Performing Arts*

*Proud to be Me Proud to be Us*



## Associate Assistant Headteacher - SENDCo

Leadership Scale L7-L11



The Joseph Whitaker School is part of the East Midlands Education Trust. The Trust was established to improve the life chances of all students in every partner schools.

The mission of the East Midlands Education Trust:

***'To ensure all our students realise their full potential and develop into young citizens who make a positive contribution to society.'***





Dear Candidate,

Thank you for your interest in the post of Associate Assistant Headteacher - SENDCo at The Joseph Whitaker School.

We believe that we have a culture and ethos which enables every child to thrive and develop into a confident young adult, whilst achieving excellent qualifications in readiness for their future. This truly is a wonderful school where we cater for all students' needs and ambitions, whatever their starting point.

Examination outcomes are strong and we offer a broad and balanced curriculum throughout all key stages. In addition to the taught curriculum, we offer a multitude of additional opportunities and I hope that your child takes full advantage of the activities that we have to offer.

The welfare of our students is of the greatest importance to us and we pride ourselves on the high standard of pastoral care that we provide through the House and tutoring system. We maintain an orderly and calm environment, with high standards of uniform and behaviour. All of our students are expected to be polite and courteous at all times. We are unapologetic in our drive for excellence.

This role has become available as a consequence of the previous SENDCo securing a promotion external to the school. The successful applicant will have a student centred approach, accompanied with high expectations of what students with SEND are able to achieve.

I hope that you find this useful and informative, giving you a flavour of The Joseph Whitaker School and the role of Associate Assistant Headteacher - SENDCo.

Wishing you the best of luck with your application

Carey Ayres  
Headteacher



# The Joseph Whitaker School is part of the East Midlands Education Trust



East Midlands Education Trust (EMET) is a partnership of schools, originally formed in September 2014. The Trust now consists of 22 schools with a geographical focus on the counties of Nottinghamshire, Derbyshire and Leicestershire.

The collective mission is to raise the educational standards and improve the life chances of all the children within our partnership. Our schools are high performing schools and we place great emphasis on collaborative working across the Trust, within a *family of schools* approach.

Our schools enjoy a high degree of *aligned autonomy*, whilst being supported by a central team who help to ensure our schools provide the highest quality of provision possible.

Schools within the Trust are committed to supporting each other in providing the very best quality of education for all our students.

All partner schools pledge to achieve the Trust's mission through following our six guiding principles:

- Providing outstanding opportunities for everyone associated with our Trust and delivering a lasting legacy for each individual student.
- Helping all our students realise their full potential by raising aspirations, boosting self-esteem and growing the confidence to aim high and achieve well.
- Developing work ready students with the skills, knowledge, expertise and character aligned to the needs of employers in a global world, which will prepare them for future success in further and higher education as well as employment.
- Developing active citizens with a sense of moral purpose who will contribute positively to their local community, wider society and by leading successful economically independent lives.
- Reducing disadvantage by closing the gap through inspirational teaching and outstanding enrichment opportunities for all students regardless of ability, social background and cultural diversity.
- Ensuring, through collaboration with all stakeholders, that each school is the preferred choice within its local community.

# The Joseph Whitaker School Curriculum



Our Curriculum is underpinned by our core **values**

Ambition	Inclusivity	Excellence
Kindness	Resilience	Leadership

The Joseph Whitaker School aims to provide a curriculum which:

- Is **rich, broad and balanced** - designed to **inspire** and **motivate** students and to broaden their horizons
- Is well **sequenced** to ensure that foundations are well placed to enable future progression
- Provides appropriate levels of **challenge**, and is **ambitious** for students of all abilities
- Is adapted to ensure **inclusivity** for students who require a bespoke approach to education
- Continually provides **opportunities for reading**, leading to the development of students' **fluency, confidence and enjoyment**
- Provides students with the choices and support to secure a broad range of **academic and vocational qualifications** and high levels of academic success
- Uses the school's specialism of Sports and Performing Arts to provide students with opportunities to promote and support the development of their **character, health and well-being**
- Enables students to **nurture existing talents and interests** as well as supporting the **development** of new ones
- Invites all students to take their **learning beyond the classroom**, participating in activities beyond their comfort zones, and encouraging them to **think creatively**
- Supports students to **raise their aspirations**, by facilitating the development of the knowledge and skills required for their chosen careers
- Enables students to become **knowledgeable** and **confident** through the various **leadership** opportunities provided
- Engenders a culture for students to play a positive role in creating a school environment in which all are educated to **appreciate and value our individual differences** and understand that bullying, harassment and violence have no place in our society. Ensuring that students are **well-rounded** and fully prepared for life in modern Britain

# Teaching and Learning



At The Joseph Whitaker School we pride ourselves on securing quality first teaching of a broad and ambitious curriculum, through well-structured and carefully planned lessons. Teachers are skilled at scaffolding and modelling, enabling all students to achieve their best, no matter their starting points.

Investment in staff development is key to the progress of our students and consequently, we provide a multi-faceted approach which includes in-house training, alongside external deliverers and qualifications. Our decisions around professional learning are research led, using resources such as those produced by the Education Endowment Foundation (EEF). Internal professional development provision is supplemented by online platforms such as National College, TES magazine and examination board training. All external professional development qualifications are available to our staff and we offer the full suite of National Professional Qualifications (NPQs) with high success rates.

We believe that subject teachers are the experts; departmental time is focused on ensuring whole school policies are adapted to suit subject area needs and are implemented successfully. Middle leaders work with their teams to shape and resource their own curriculum, which meets the needs of the students within our school. Middle leaders are supported by senior leaders through additional training and regular line management meetings.

Alongside teaching development, we offer an in-house professional development pathway system through which staff may select training on middle leadership, senior leadership, academic research or virtual learning. This ensures all our staff are able to dedicate time to developing their individual aspirations and interests.

We understand that the beginning years of teaching may be challenging and so we offer a comprehensive package for Initial Teacher Trainees (ITTs) and Early Career Teachers (ECTs). We work with a range of universities and outside providers; these partnerships are valued and they help us to support teacher development as mentors whilst we train the teachers of the future. For Early Career Teachers we work closely with EMTTP (East Midlands Teacher Training Partnership) and the Ambition Institute, to provide a framework of training.



# Our Curriculum



The Joseph Whitaker School has clear values and ambition for all our students both academically and in the wider curriculum. It is important that our students gain a variety of experiences and skills that will ensure our young people are ready to thrive in the world. We endeavour to achieve this through our formal and informal curricula which runs in parallel to our extra-curricular offer.

Values	Formal Curriculum	Informal Curriculum	Extra-Curricular
<ul style="list-style-type: none"> <li>• Ambition</li> <li>• Inclusivity</li> <li>• Kindness</li> <li>• Resilience</li> <li>• Excellence</li> <li>• Leadership</li> </ul>	<ul style="list-style-type: none"> <li>• 25, 1 hour, lessons each week</li> <li>• Broad and balanced</li> <li>• Catch-up/intervention</li> <li>• Reading focus</li> <li>• Lexia and Switch-on reading</li> <li>• PSHCE</li> <li>• Online learning e.g. Sparx mathematics</li> <li>• Google classroom</li> </ul>	<ul style="list-style-type: none"> <li>• Student mentoring</li> <li>• Leadership opportunities</li> <li>• Sports and Performing Arts specialism</li> <li>• Assemblies</li> <li>• Careers</li> <li>• Well-being and mental health support</li> <li>• SMSC</li> <li>• British values</li> <li>• Celebration of diversity</li> <li>• Remembrance</li> </ul>	<ul style="list-style-type: none"> <li>• After-school clubs</li> <li>• School performances</li> <li>• Music recitals</li> <li>• Student leadership groups/council, student voice</li> <li>• Trips and visits</li> <li>• Competitions</li> <li>• Anti-bullying ambassadors</li> <li>• Charity work</li> <li>• Rewards and celebration events</li> </ul>

## Key Stage 5

The Post-16 Curriculum is broad, balanced and ambitious. The curriculum is both academic and vocational in order to provide first rate transition either to university or employment/further training. A full suite of A levels is offered alongside a selection of Vocational, Applied and BTEC choices.

English and Mathematics GCSE resit lessons are fully embedded into the students' timetables to best ensure all students leave school with (at least) a standard pass in English and Mathematics

Alongside the academic curriculum is an outstanding enrichment programme to prepare our students for their next steps which includes, UCAS preparation, apprenticeship opportunities, employment, study skills, Oxbridge support, wider careers advice, mental health/stress awareness, current affairs and work experience. In addition to the timetabled enrichment session, all Sixth Form students use two of their non-teaching periods to complete additional enrichment activities which may include: Directed Study, completing an Extended Project, supporting the School Reading Programme or acting as a mentor for younger students.



# Provision for SEND



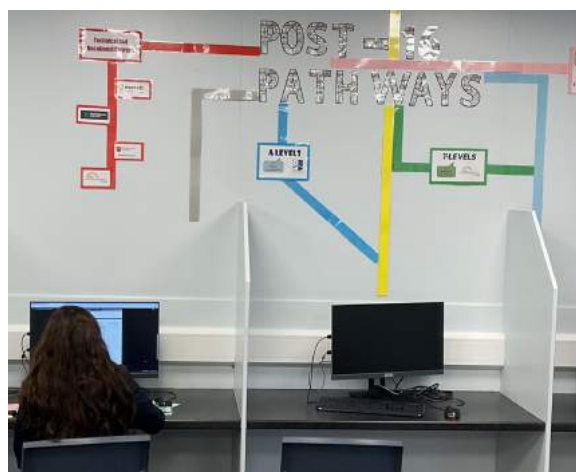
Students with SEND are supported in a variety of ways, starting with high quality first teaching of a broad and balanced curriculum.

Some students receive regular in-class support from teaching and learning support assistants. Students may receive support through scheduled sessions in the Student Support Centre (SSC). The Student Support centre has a number of rooms, of various sizes, enabling formal teaching to take place, as well as independent, or supported, computer-based learning, art therapy and other learning activities.

The Student Support Centre is a vibrant hub for many of our vulnerable learners to access before, and after, school as well as during lunchtime.



In addition to the Student Support Centre, we also have a Learning Inclusion Centre (LINC) which is a space for students who are struggling to access learning in the main school. Students are based in here for some allocated periods, and are taught by specialist, well-qualified staff. The LINC is staffed by a strong team which includes the LINC manager, a Teaching Assistant who specialises in supporting students with Social, Emotional and Mental Health (SEMH) needs and a qualified teacher, who is also the Deputy SENDCo. Other teachers are often timetabled in the LINC to deliver lessons to small groups, or give 1:1 support.



# The Joseph Whitaker Sixth Form



The Joseph Whitaker School has a high performing Sixth Form with outstanding academic success. Each year a significant number of our students successfully go on to Russell Group universities. We also welcome applications from students currently attending other schools. Many such students join us each year and have a very positive experience both academically and socially.

- Examination results for The Joseph Whitaker School Sixth Form from 2019-2022. This will enable visitors to see, in real terms, the high academic success experienced by our students over the last three years.
- Post 18 destinations – 36% of our students went to Russell Group universities in 2021 and 2022.
- Students are also encouraged to speak to their subject teachers, in order to gain more information about each individual subject, alongside reading the Post 16 Prospectus (available above).
- The entry criteria for Post 16 study
- The wider benefits of sixth form life
- Enrichment opportunities
- UCAS Support
- Careers Advice
- Work Experience
- Leadership
- Duke of Edinburgh Award
- EPQ
- The Sixth Form Centre in which both the café and the private study areas unique to our sixth form students are based
- Annual 6<sup>th</sup> form Ski Trip to Austria
- Volunteering experience in Morocco
- First Aid Training
- University Open Day visits
- Apprenticeship Advice and Support
- Mentoring Programme
- Oxbridge Support including visits



# Job Description

## Associate Assistant Headteacher – SENDCo



*Note: As a member of the Senior Leadership Team of The Joseph Whitaker School Academy you are expected to maintain an up to date knowledge of national policies and developments in education.*

### **Job Purpose:**

- To Lead Special Educational Needs (SEND) throughout the School.
- To assist staff in acquiring skills of good practice to identify students with SEND and to deliver the curriculum to them.

To lead and manage a team of Education Support Staff

### **Safeguarding**

- Be familiar with, and follow, all Academy policies, in particular those related to safeguarding

Promote the welfare of children

**Accountable to:** Deputy Headteacher – Pastoral and Inclusion

### **Key Accountabilities**

#### **Core Strategic Leadership**

- Work with the Headteacher, Senior Leadership Team and Governing body to set the strategic direction for:
  - The Academy
  - Teaching and Learning initiatives
- Work with the Headteacher and Senior Leadership Team to collectively ensure that high quality learning takes place across the Academy to enable good or outstanding student progress through effective teaching
- Work with the Headteacher and Senior Leadership Team to carry out the collective vision for the Academy
- Attend and contribute to the Governing Body meetings as required

#### **To lead on SEND provision across the school**

- Responsible for the SEND assessment of identified students
- Manage the annual review process for students with an Educational Health Care Plan
- Attend any planning meeting as required for students with SEND
- Assist the Senior Leadership Team with all matters relating to SEND
- Liaise with outside agencies to ensure adherence its legislation and improve good practice for students with SEND
- Oversee the day to day special examination requirements for SEND students
- Ensure the effective transfer of SEND information for Year 6 students. Plan the SEND provision for these students and assist in the formation of balanced teaching groups across the curriculum
- Produce reports and statistics relating to SEND students as required by the Senior Leadership Team

**To assist staff in acquiring the skills of good practice in order to identify students with SEND and effectively deliver the curriculum to them**



- Ensure procedures are in place and followed inform staff on a daily basis on any changes to the needs of SEND students
- Responsible for SEND student files, ensuring information is current and relevant and that information is shared across the school as appropriate
- Responsible for the production of individual plans for students with an Educational Health Care Plan
- Assist/advise/lead on SEND training for whole school staff as appropriate
- Develop systems for staff to monitor and record progress made by students with Educational Health Care Plans, towards the achievement of targets set

**To lead and manage the team Education Support Staff**

- Organise and implement staff development reviews
- Identify the training requirements of the team and produce an annual training plan
- Coordinate training for the learning support team, ensuring quality of provision and dissemination of information of good practice
- Be responsible for the recruitment of Educational Support Staff
- Responsible for induction and probationary interviews of the team
- Deal with any enquiries relating to the team, liaising with the Senior Leadership Team as necessary
- Prioritise and deploy SEND resources to meet curriculum needs and school requirements
- Reviewing the staffing levels within the Education Support Team on annual basis, advising the Senior Leadership Team of any changes that maybe required within the overall school staffing structure

**To lead as part of the extended Senior Leadership Team**

- To contribute effectively to leadership meetings
- Take a lead in supporting senior leaders in developing and implementing the school's vision for learning and teaching
- Model outstanding practice as a teacher

**Corporate responsibilities**

- Line manage identified staff as directed
- Manage the performance of identified staff as directed
- Quality Assurance
- Lead, participate and contribute to appropriate meetings and staff development
- Promote and deliver high quality extra-curricular learning
- Actively participate in activities in support of the aims of the Academy
- Other duties as specified by the Headteacher



## **Community**

- Work closely with parents and other members of the community where appropriate
- Promote the Academy within the community
- Work with partner primary schools, Further Education and Higher Education establishments, to ensure successful transfer of students in conjunction with other staff
- Demonstrate a keen interest in the life of the Academy

## **As a member of staff at The Joseph Whitaker School you are expected to:**

- Work in accordance with, and in support of, the Academy's vision and values
- Contribute to the Academy's ethos by setting a good example to colleagues and young people
- Participate and contribute to staff development and school routines and duties
- Take part in appraisal activities and reviews as required by the Academy policy and use the process to develop your personal and professional effectiveness

# Person Specification

	Essential	Desirable
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• QTS</li> <li>• Well-qualified graduate</li> <li>• Detailed awareness of current developments within education and Special Educational Needs</li> <li>• Recent and relevant experience of teaching at secondary level</li> <li>• Ongoing professional development in relation to leadership (commitment to achieving statutory SENDCo qualification)</li> </ul>	<ul style="list-style-type: none"> <li>• National Award (or equivalent) for Special Educational Needs Co-ordination or committed to achieve this as soon as possible</li> <li>• Relevant NPQ</li> </ul>
<b>SAFEGUARDING</b>	<ul style="list-style-type: none"> <li>• Full understanding of the Safeguarding requirements and how teachers promote the welfare of children</li> <li>• Enhanced DBS and validated references</li> <li>• Eligibility to work in the UK</li> </ul>	<ul style="list-style-type: none"> <li>• Child Protection Training</li> </ul>
<b>KNOWLEDGE AND UNDERSTANDING</b>	<ul style="list-style-type: none"> <li>• Understand the SEND code of practice</li> <li>• Understand how to ensure effective student learning through challenging, high quality and exciting teaching</li> <li>• Understand the potential of student voice and parental engagement</li> <li>• Understand the positive role of Performance Management within their own professional development</li> <li>• Understand the components that which comprise outstanding teaching and learning</li> <li>• Understand assessment and attainment information can be used to improve practice and raise standards</li> </ul>	

## Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>TEACHING</b>	<ul style="list-style-type: none"> <li>• Excellent teaching ability</li> <li>• Experience of teaching students with SEND – especially those with identified SEMH needs</li> <li>• IT literate, making highly effective use of ICT to enhance teaching</li> <li>• Strong use of data to inform provision</li> </ul>	<ul style="list-style-type: none"> <li>• Strong commitment to extra – curricular activities</li> <li>• Proven track record of improving teaching and learning</li> </ul>
<b>PERSONAL QUALITIES AND EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience of leading staff development</li> <li>• Experience of working with external agencies</li> <li>• Experience of working with young people who hold EHCPs</li> <li>• Communication and influencing skills to have the potential to support staff to raise standards in classrooms and communicate effectively at all levels</li> <li>• Values the contribution that students can make to their own learning</li> <li>• A desire to get the best from all students, regardless of ability</li> <li>• A record of achieving student progress for all students, including underachieving students</li> <li>• Ability to plan and teach effectively using a variety of strategies.</li> <li>• Contributes positively in their role as a group tutor to the pastoral care of students</li> <li>• Can contribute creatively and knowledgeably to develop/evaluate schemes of learning</li> <li>• Understands the importance of meeting deadlines and supporting others (colleagues) to do so</li> <li>• Able to identify areas for development amongst colleagues and take a lead in offering solutions</li> <li>• Able to create a vision and be clear about what it can contribute to the life of the school and students</li> </ul>	



# Staff Wellbeing

The Joseph Whitaker School is passionate about staff wellbeing and offers access to Schools Advisory Service which offers health and wellbeing services (as shown below)



The Joseph Whitaker School can also offer the following

- a strong team environment that takes staff well-being seriously
- a dedicated Senior Leadership Team who want to see colleagues progress and flourish in their careers
- support from the wider Trust including numerous CPD opportunities
- generous employer contribution to Local Government and Teacher Pensions Scheme
- free onsite parking
- cycle to work scheme
- school admission policy favours applications from current members of staff