

# The Littlehampton Academy

## Applicant Information Pack



### SEND Teacher - The Scott Centre (TSC)

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## From the Principal

Thank you for your interest in The Littlehampton Academy. This is a great time to become part of our community as we continue to make progress following the first 'good' Ofsted grading for the academy in March 2022.

The Littlehampton Academy has a long- standing reputation as a busy, vibrant school where staff and students work together with an unrivalled sense of commitment to enable the best possible outcomes - in all senses - for all students during their time with us, ready for the adventures and opportunities they embrace throughout their lives. Our students join us as children, but we aim to ensure they leave us as accomplished young adults, kind, confident and resilient, having developed strong relationships during their time with us. Our mission is encapsulated in the Woodard Academy Trust motto: **'opening minds, raising expectations, transforming lives'**.

Staff at The Littlehampton Academy, in all roles, in all teams and at whatever stage of our working lives, have an essential part to play in this mission. Every role at TLA supports and contributes to the day-to-day experience and ultimate happiness and success of our students. This is not only a huge privilege for those of us who choose to work in education, but also a great responsibility.

Teaching and learning is at the heart of everything we do at The Littlehampton Academy. We believe that learning takes place both inside and outside the classroom and we will always go "the extra mile" to allow our students to be successful.

As a member of the TLA team, you will have constant opportunities to develop and grow professionally and personally, enabling you to achieve your very best both in your time with us and in future roles, wherever they take you.

If you think you like the sound of TLA, we invite you to come and see for yourself. Please contact our HR Department on 01903 711120 or via [personnel@tla.woodard.co.uk](mailto:personnel@tla.woodard.co.uk)

## **Introduction to the Woodard Academies Trust**

The Woodard Academies Trust is a collaboration of six schools across England working together to meet ambitious goals for students and staff and to deliver the vision:

- Opening minds: igniting a curiosity about the world, nurturing spiritual and cultural growth and developing a love of learning for life.
- Raising expectations of everyone in the Trust, staff, pupils and governors, of the standards we can reach and the outcomes we can achieve, irrespective of background.
- Transforming lives: a successful education will transform the lives of young people into adulthood so they have rewarding careers, strong relationships, and make positive contributions to their community and society.

The Trust has an impressive heritage as part of the Woodard family of schools, founded by Nathaniel Woodard in 1848 with the aim of providing an education based on Christian values. The Trust's main focus is school improvement, drawing on the skills and expertise across the Trust to ensure every school is at least 'good' and all pupils achieve well.

## **The Littlehampton Academy**

The Littlehampton Academy is a large academy recently designated by Ofsted as "Good" in all categories and with a year 7 cohort this year exceeding all previous numbers. We are proud to be part of the Woodard Academies Trust which has a distinctive core ethos supporting the development of both staff and students. The group motto: 'opening minds, raising expectations, transforming lives' is at the heart of everything we do and reflects our ambitions for all our students.

Situated on the beautiful West Sussex coast and with views of the South Downs, our academy has state-of-the-art facilities - including ample staff parking and a fitness suite. We are close to good transport links to surrounding towns, including Worthing, Chichester and Brighton.

## **Why is The Littlehampton Academy a great place to work?**

- An improving school with high expectations and high standards in all we do
- Staff who are completely committed to the academy and its students, who provide support and advice to colleagues, and whose morale is high
- A school with a strong sense of community
- Strong leadership: "Senior leaders have a clear vision for the school that is suitably articulated through the school's self-evaluation. They have worked hard to improve the quality of education, as well as teaching and behaviour. They have ensured that professional development is better planned and better personalised." (Ofsted 2022)
- A developing behaviour system that enables teachers to provide disruption-free learning and gives students the opportunity to fulfil their potential
- A strong emphasis on literacy across the curriculum
- A growing school, attracting students from surrounding areas
- Excellent on-going CPD and career development opportunities
- Up to nine INSET days per year, dedicated to developing teaching and learning skills
- Opportunities to make significant contributions to both the academic progress and the wellbeing of our students.

## **Benefits**

- A competitive salary
- A contributory pension scheme - Local Government Pension Scheme
- Occupational Sick Pay in line with local authorities
- Wellbeing support through free access to an Employee Assistance Programme
- Cycle to work salary sacrifice scheme (offers tax and NI savings)
- Free on-site parking
- Free access to Fitness Suite

# Ofsted Report

Inspection of The Littlehampton Academy  
Fitzalan Road, Littlehampton, West Sussex BN17 6FE

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Inspection dates: 1 and 2 February 2022

**Overall effectiveness** **Good**

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The quality of education	Good
Behaviour and attitudes	Good
Personal development	Good
Leadership and management	Good
Sixth-form provision	Good
Previous inspection grade	Requires improvement

## What is it like to attend this school?

Pupils study a broad and rich curriculum with a wide range of subjects. The curriculum matches the school's intentions and is taught by knowledgeable teachers. The accredited careers programme supports pupils' high aspirations. Sixth-form students receive valuable support and guidance on apprenticeships, employment and university.

Relationships between pupils and teachers are strong and based on mutual respect. The school aims to provide a caring and diverse educational environment where all pupils are known and nurtured. The school's chapel provides a haven for staff and pupils where everyone is welcome, everyone is included and everyone is respected. Pupils speak highly of the support for their welfare and well-being.

The values of 'Respect, Explore, Aspire and Persevere' are emphasised across the school. Pupils agree with these values, but say that some pupils are unkind and make offhand comments that are not nice. These are not always picked up by teachers. Pupils appreciate the presence of staff around the school. They speak positively about improvements in behaviour over time.

The full Ofsted report can be found on the Academy website: [here](#)

## About the Role

We are looking for a special individual to take on the role of SEND Teacher in charge of the Academy's provision for young people on the autistic spectrum. The Scott Centre (TSC) is a local authority funded unit for around 15 students. Under the direction of the SENDCo, the TSC Teacher in Charge is responsible for the daily management of the Centre, including deployment of a specialist team of LSAs.

***This role includes a teaching commitment of 25 60-minute lessons per fortnight. This may include cover classes depending on specialism and timetable requirements.***

The successful candidate will be working with colleagues who are passionate about the contribution they make to the school and its students in a very motivating, forward-thinking environment. Our school is committed to providing excellent CPD opportunities for all our staff and **support will be given to gain the SENDCo qualification.**

**Closing Date: midday on Friday 3 May 2024. We reserve the right to close the vacancy before the closing date so please apply early.**

## About You

This role is for a proven inclusive teacher who has experience of working with external professionals and other school staff to ensure high quality provision that meets the needs of children on the spectrum.

The successful candidate will

- Believe passionately that all children can achieve, no matter their starting point, background or needs;
- Have the highest expectations and standards
- Enthuse students with a passion for their subject and inspire them to give of their best
- Be flexible and resilient, with an unrelenting "can do" attitude
- Plan strategically using analytical thinking
- Be able to inspire colleagues and build teams
- Be able to support and challenge both staff and students whilst maintaining good relationships
- Be committed to personal and professional development

# The Littlehampton Academy

## Job Description - Support Staff



### SEND Teacher - The Scott Centre (TSC)

Reporting to	SENDCo
Accountable for	TSC Team (LSAs)
Salary	TLR 2b plus SEN Allowance (£2,539)

#### Role Context

The Littlehampton Academy operates a specialist centre on behalf of the Local Authority (WSCC) for around 15 students on the autistic spectrum: the Scott Centre (TSC).

#### Role Purpose

Under the direction of the SENDCo, the post-holder is responsible for the daily management of the Scott Centre, including deployment of a specialist team of LSAs/Senior LSAs, ensuring that the educational provision for students is in accordance with the Service Level Agreement (SLA).

***This role includes a teaching commitment of 25 60-minute lessons per fortnight. This may include cover classes depending on specialism and timetable requirements.***

#### Main Duties and Responsibilities

*This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The post-holder may reasonably be expected to undertake other duties commensurate with the level of responsibility from time to time.*

- Working with the SENDCO to manage the curriculum provision for students admitted to the centre
- Promoting opportunities for students on the autistic spectrum to be included as fully as possible in the life of the academy, both educational and social, thus supporting them to become well-rounded and confident individuals
- Liaising with the Local Authority with regard to admissions
- Leading, managing and monitoring the work of a team of support staff working directly with TSC students

- Managing interventions for TSC students, including liaising with external agencies, such as educational psychologists, speech and language therapists, occupational therapists
- Completing EHCPs and annual reviews for all TSC students
- Providing training to colleagues on the teaching, learning and management of students on the spectrum
- Maintaining accurate data, evaluating and reporting on the progress of TSC students
- Liaising with the exams officer to ensure appropriate special arrangements for public exams
- Liaising with parents of TSC students

**This job description will be reviewed regularly and any changes will be made in consultation with the post-holder.**

### **Additional Expectations**

The responsibilities outlined above are in addition to those required of a subject teacher (see separate job description). All teachers are expected to meet the Teachers' Standards to a level appropriate to their experience and pay. Teachers on the upper pay scales are expected to make a significant and sustained wider contribution to the academy, which includes working with and leading colleagues.

**All staff** are expected to:

- promote the Woodard Christian ethos that embraces all faiths
- take responsibility for their own professional development and support that of colleagues where appropriate
- engage in the Academy appraisal process and support colleagues in achieving their own targets where appropriate
- have regard to guidance on keeping children safe in education
- observe health and safety requirements and play their part in ensuring a safe working environment

# The Littlehampton Academy

## Person Specification



### SEND Teacher - The Scott Centre (TSC)

**A = Application R = Reference I = Interview or assessment E = Essential D = Desirable**

<b>A</b>	<b>Qualifications</b>	<b>E or D</b>	<b>Assessed via</b>
1	Qualified Teacher Status	E	A
2	Relevant training, or active interest, in teaching students on autistic spectrum	E	A
3	SENDCo qualification or willingness to complete	E	A
<b>B</b>	<b>Experience and knowledge</b>	<b>E or D</b>	<b>Assessed via</b>
1	Good understanding of current theory and best practice in autistic spectrum disorder	E	A/I/R
2	Significant experience of meeting the needs of students with communication and interaction challenges.	D	A/I
3	Thorough understanding of effective strategies for teaching students on the autistic spectrum	E	A/I/R
4	An understanding of equality of opportunity issues and how they can be addressed in schools	E	A/I
5	Secure knowledge of requirements of SEND legislation	D	A/I
<b>C</b>	<b>Skills and abilities</b>	<b>E or D</b>	<b>Assessed via</b>
1	Able to demonstrate the skills of a good teacher and aspire to be outstanding	E	A/I/R
2	Able to create a well organised, stimulating learning environment which engages students in their learning	E	A/I/R
3	Able to provide appropriate levels of challenge so that students make good progress in line with TLA expectations	E	A/I/R
4	Able to use methods and resources that enable all students to learn effectively	E	A/I/R
5	Able to use assessment information effectively to plan next steps in learning	E	A/I/R
6	Able to lead and make effective use of specialist support assistants	E	A/I/R
7	The ability to relate to and communicate effectively with parents and carers	E	A/I/R
<b>D</b>	<b>Motivation</b>	<b>E or D</b>	<b>Assessed via</b>
1	Commitment to ensuring the health, safety and wellbeing of all children and young people	E	I/R

2	Appropriately motivated to work with children and young people and to build and maintain appropriate relationships	E	I/R
3	Committed to optimum performance and continuing professional development	E	A/I/R
4	Commitment to the ethos and values of the academy	E	I
<b>E</b>	<b>Personal qualities</b>	<b>E or D</b>	<b>Assessed via</b>
1	Enthusiasm and emotional resilience	E	I/R
2	Ability to establish good working relationships	E	I/R
3	Appropriate attitudes to authority and maintenance of discipline	E	I/R
4	Strong work ethic - willingness to "go the extra mile"	E	I/R

## **Safer Recruitment Declaration**

Schools are now required, as part of their shortlisting process, to carry out an online search as part of their due diligence. If shortlisted for the role, an appropriate online search will be undertaken on your name(s). Any information highlighted will be treated as confidential and will only be used in relation to the post for which you have applied.

The successful applicant will be required to undergo full safeguarding and vetting checks, including references and an enhanced Disclosure and Barring Service check, and will be subject to a period of probation.

## **Other Pre-employment Checks**

In addition to safeguarding checks, all offers of employment are subject to the following:

- Pre-employment health check
- Receipt of two satisfactory references, including one from a recent employer
- Overseas checks where necessary
- Presentation of appropriate qualification certificates
- Proof of right to work in the UK
- Prohibition of management checks for any leadership posts

## **Equality, Diversity and Inclusion**

The Littlehampton Academy is committed to the promotion of equality of opportunity in its employment policy, practices and procedures. No applicant will receive less favourable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

To help us monitor equal opportunities, please complete the separate Equal Opportunities form. This will be used only for statistical purposes and will not be available to those involved in the selection process, so will make no difference to how the application is treated.

## How to Apply

All applications should be submitted using the on-line application form through our Career Site: <https://www.eteach.com/careers/littlehamptonacademy/>

Please note, we do NOT accept curriculum vitae as the sole means of application as they do not meet the requirements of safer recruitment.

When applying for a role, it is important to demonstrate how your qualifications, skills, knowledge, and experience match the person's specification. You will have the opportunity to provide examples in the personal statement section of the application.

You must complete each section of the online form. We cannot accept applications with missing information.

<b>Deadline for receipt of applications</b>	Friday 3 May (midday)
<b>Interview Date</b>	w/c 13 May 2024

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**For queries or to arrange a visit to the Academy, please contact the HR department on:**

**Tel.**            **01903 711120**  
**Email**         **[personnel@tla.woodard.co.uk](mailto:personnel@tla.woodard.co.uk)**