

Information for applicants: **SENCO**

WELCOME TO THE ESSA FOUNDATION ACADEMIES TRUST

All will succeed

The ethos of Essa is summarised in these three words. It doesn't just refer to our learners. Our Sponsors and our Board of Trustees want all those involved in the Essa journey to succeed.

Our schools need great people in the classrooms but every part of Essa needs people who are prepared to go the extra mile, are passionate about making a difference to the lives of children and young people, love working in teams, are collaborative and generous as colleagues and value the contribution of all parts of our Trust.

The experience of the Covid pandemic has demonstrated how we all have a part to play in making Essa one of the best places of learning for the communities we serve. The challenges of disadvantage which they face can be lightened by the security of having a good school on the doorsteps for their children and one where their life chances will be enhanced and secured.

I hope you will want to be part of the Essa team and help us ensure that 'All will succeed'

Dame Kathryn August, Chief Executive



THE TRUST

The Essa Foundation Academies Trust currently sponsors two academies:

- **Essa Primary School, age 4-11.**
- **Essa Academy, age 11-16.**

Essa Primary School was inspected in October 2019 and was judged to be good in all areas with outstanding early years provision.

Essa Academy was inspected in October 2021 and judged to be a good school in all areas.

Essa Primary (October 2019)

'This is a happy and caring school. Pupils behave well.'

'They listen attentively during lessons and they follow teachers' instructions carefully.'

'No time is wasted in class.'

'Pupils enjoy school. They are polite, and they respect the differences between themselves and their peers.'

'Children get off to a flying start in Reception.'

'Teachers in the early years have created classrooms brimming with exciting learning activities.'

Inspectors also praised the leadership of the Principal and her team who they said 'have worked tirelessly to develop the school.'



Essa Academy (October 2021)

'Essa Academy is a community underpinned by a culture of tolerance and respect.'

'Without exception, every pupil who spoke to an inspector said that they are proud to attend Essa Academy.'

'Teachers have high expectations.'

'Across the school, all pupils achieve well.'

'Leaders have created a strong and purposeful learning environment.'



VISION & VALUES - *All Will Succeed*

Our ethos is simple: we will make the most of our unique family of schools to give every child the best possible opportunity to flourish and develop into a decent, disciplined, well-educated and employable young person.

Here is what is at the heart of all we do:

Developing decent people:

Results and qualifications are important, but they are not the whole story – far from it. Our ultimate goal is to develop well-rounded young people who will make the most of the opportunities open to them in our schools. They will have resilience, zest and passion: people that employers will want to employ; people who will play a part in the communities in which they live and work; people we can be truly proud to say came through one of our schools.

Achieving full potential, no excuses:

We will do all we can to make sure every child gets the chance to reach their full potential. No child should ever get left behind; all have the capacity to learn and to achieve. We'll do this by instilling an acceptance that hard work, effort and application really does pay off. Through effort and application come self-respect, self-esteem, self-belief and success.

Discipline and standards:

It is important to us that our young people demonstrate high standards and that our schools are safe, structured places in which to learn – this will enable inspiring things to happen in the classroom. We will achieve this by expressing our high expectations regularly and frequently and by paying relentless attention to detail. We attach importance to values such as respect: for ourselves, for others, for learning and for the environment.

Great Schools for all:

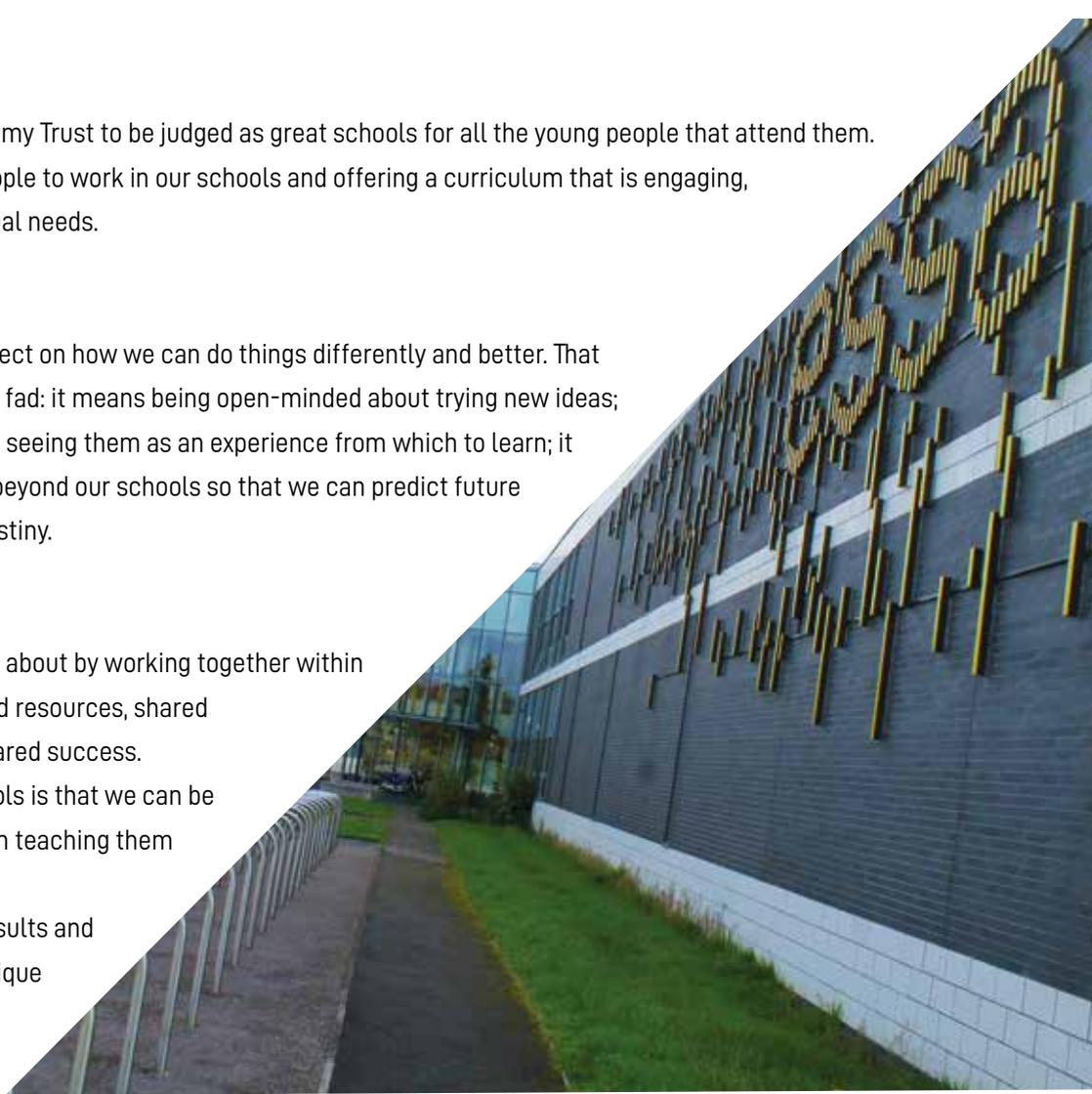
We want the schools within our Academy Trust to be judged as great schools for all the young people that attend them. This means recruiting outstanding people to work in our schools and offering a curriculum that is engaging, challenging and responsive to individual needs.

Big on attitude:

We will frequently stand back and reflect on how we can do things differently and better. That doesn't mean latching on to the latest fad: it means being open-minded about trying new ideas; it means acknowledging mistakes but seeing them as an experience from which to learn; it means being aware of what happens beyond our schools so that we can predict future trends and remain in control of our destiny.

Strength in sharing:

We believe there is a strength brought about by working together within a multi-academy trust, enabling shared resources, shared knowledge, shared experience and shared success. What's great about our family of schools is that we can be with a child every step of the way, from teaching them to tie their shoe laces right through to congratulating them on their GCSE results and their future plans. That puts us in a unique position; it's also a tremendous responsibility.



ESSA FOUNDATION ACADEMIES TRUST

The Essa campus is very well placed for both motorway access and public transport. M61 J4 is very close by giving access to the Greater Manchester, Lancashire and Cheshire motorway networks and is close to Bolton railway and bus station.

For more information on our family of schools please visit our website www.efatrust.org

Essa Primary School

We are proud of our pupils, and their achievements. Our key objective is to provide our children with the best opportunity to achieve their potential during their time with us as we help them to develop into independent learners who are able to actively engage and contribute to the ever changing society and wider world.

Essa Academy

At Essa Academy we have a universal belief in our mission 'All Will Succeed', with access to outstanding resources and a strong sense of belonging, ownership and community underpinning our work. Our students and staff are amazing and reflect the ethos of the academy.

EFAT Support Services

We provide administrative and business support such as HR and Finance Support throughout the trust.

Essa Education Ltd

Essa Sports Centre is a modern, state of the art sports facility and community asset, used for a variety of academic and sporting needs, as well as events, meetings, conferences birthday parties and more. Our facilities include a full-sized 3G pitch, multi-use sports hall, dance studio and MUGA (Multi-Use Games Area). Other facilities available for hire include theatre with stage, classrooms & communal dining area.

Essa Education Ltd is a wholly owned subsidiary of **Essa Foundation Academies Trust**.



THE POST

Essa Primary School is looking for an experienced, enthusiastic and dynamic individual to lead SEND across school. You will join an excellent school team and be well supported by our local governing body and colleagues in all aspects of your professional development.

We are seeking to appoint an excellent, motivated, energetic and talented SENCo who can demonstrate leadership and management skills in Inclusion and help shape excellent classroom provision and support.

We are looking for someone who:

- Has strong roots in classroom practice and is able to support staff in creating inclusive classrooms
- Has high expectations of all children, regardless of their starting point
- Has experience in leading SEND provision
- Can show impact in their SEND roles
- Be committed to working with others
- Is a hardworking, imaginative thinker who has excellent organisational and time management skills
- Has excellent communication skills
- Is committed to supporting all aspects of the schools work and its ethos 'All Will Succeed'

The role does not have a class commitment but does have a teaching commitment. The successful candidate will form part of the school leadership team.

The right candidate should have achieved the NASENCO award or be prepared to complete the course within the next 12 months and also have some experience in safeguarding and working with a variety of outside agencies. If you are excited by thinking innovatively, working as part of a strong, forward looking team, then we would welcome an application from you. Please read the job description and person spec carefully and address the criteria in your application. We do not accept CVs.

Essa Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in the commitment. This appointment is subject to an enhanced Disclosure and Barring Service check and satisfactory references.

Visits to the school are warmly welcomed and encouraged. Please contact the school office to arrange this. Any questions can be directed to the Principal, Joanna Atherton, via the school office.

Start date: September 2022

JOB DESCRIPTION

Post:	SENCO
Responsible to:	Principal
Responsible for:	1:1 Teaching Assistants and liaison with external agencies
Terms:	Teacher Terms
Hours:	0.6 FTE

Essa Foundation Academies Trust and all its schools and academies are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment

Main purpose

The SENCO, under the direction of the Principal, will:

- Determine the strategic development of special educational needs (SEN) policy and provision in the school
- Be responsible for day-to-day operation of the SEN policy and co-ordination of specific provision to support individual pupils with SEN or a disability
- Provide professional guidance to colleagues, working closely with staff, parents and other agencies
- The SENCO will be expected to fulfil the responsibilities of a teacher, as set out in the STPCD

Duties and responsibilities

Strategic development of SEN policy and provision

- Have a strategic overview of provision for pupils with SEN or a disability across the school, monitoring and reviewing the quality of provision
- Contribute to school self-evaluation, particularly with respect to provision for pupils with SEN or a disability
- Make sure the SEN policy is put into practice and its objectives are reflected in the school improvement plan (SIP)
- Maintain up-to-date knowledge of national and local initiatives that may affect the school's policy and practice
- Evaluate whether funding is being used effectively, and suggest changes to make use of funding more effective

Operation of the SEN policy and co-ordination of provision

- Maintain an accurate SEND register and provision map
- Provide guidance to colleagues on teaching pupils with SEN or a disability, and advise on the graduated approach to SEN support
- Advise on the use of the school's budget and other resources to meet pupils' needs effectively, including staff deployment
- Be aware of the provision in the local offer

- Work with early years providers, other schools, educational psychologists, health and social care professionals, and other external agencies
- Be a key point of contact for external agencies, especially the local authority (LA)
- Analyse assessment data for pupils with SEN or a disability
- Implement and lead intervention groups for pupils with SEN, and evaluate their effectiveness

Support for pupils with SEN or a disability

- Identify a pupil's SEN
- Co-ordinate provision that meets the pupil's needs, and monitor its effectiveness
- Secure relevant services for the pupil
- Ensure records are maintained and kept up to date
- Review the education, health and care plan (EHCP) with parents or carers and the pupil
- Communicate regularly with parents or carers
- Ensure if the pupil transfers to another school, all relevant information is conveyed to it, and support a smooth transition for the pupil
- Promote the pupil's inclusion in the school community and access to the curriculum, facilities and extra-curricular activities
- Work with the designated teacher for looked-after children, where a looked-after pupil has SEN or a disability

Leadership and Management

- Work with the Principal and local governing body to ensure the school meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements
- Prepare and review information the governing body and trust board is required to publish
- Contribute to the school improvement plan and whole-school policy
- Identify training needs for staff and how to meet these needs
- Lead INSET for staff
- Share procedural information, such as the school's SEN policy
- Promote an ethos and culture that supports the school's SEN policy and promotes good outcomes for pupils with SEN or a disability
- Lead and manage teaching assistants (TAs) working with pupils with SEN or a disability
- Lead staff appraisals and produce appraisal reports
- Review staff performance on an ongoing basis

The SENCO will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the SENCO will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Principal.

Customer Care

- To continually review, develop and improve systems, processes and services in support of the Trust's pursuit of excellence in service delivery. To recognise the value of it's people as a resource.

Develop oneself and others

- To make every effort to access development opportunities and ensure you spend time with your manager identifying your development needs through your personal development plan.
- To be ready to share learning with others.

Valuing Diversity

- To accept everyone has a right to his or her distinct identity. To treat everyone with dignity and respect, and to ensure that what all our customers tell us is valued by reporting it back to the organisation. To be responsible for promoting and participating in the achievement of the departmental valuing diversity action plan.

Generic Requirements

- It is a requirement of all posts within the Trust that Health and Safety requirements are upheld in the performance of all duties.
- All employees of the Trust are required to uphold the Equality and Diversity Policy and the Trust's Code of Conduct.
- All staff will ensure that they are aware of and work within the requirements of all Keeping Children Safe in Education policies, seeking clarity from a member of Senior Leadership if necessary.
- All staff are expected to uphold all EFAT HR related policies.

This job description is current at the time of date shown. It will be reviewed at least annually and in consultation with you, it may be changed by the principal to reflect or anticipate changes in the job commensurate with the grade and job title.

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> • Qualified teacher status • National Award for SEN Co-ordination (desirable) • Degree
Experience	<ul style="list-style-type: none"> • At least 4 years' experience as a class teacher with secure judgements of good and outstanding teaching • Experience of successful leadership and management within a school or other educational setting including target setting and monitoring the quality of provision • Knowledge of relevant legislation - in particular of the SEN Code of Practice, equal opportunities and disability discrimination legislation and how these apply to pupils with EHCPs as well as those without • Knowledge of the range and type of interventions available and be able to apply these appropriately in the context of the School's resources and the individual child • Knowledge of current educational issues and their relationship to the inclusion, behaviour support and attendance • Experience of conducting training/leading INSET • Experience of line managing staff
Skills and knowledge	<ul style="list-style-type: none"> • Ability to provide professional leadership and management of a staff team and contribute to the work of other teams to secure high quality teaching, effective use of resources and improved standards of learning and achievement for all pupils across the school • Sound knowledge of the SEND Code of Practice • Understanding of what makes 'quality first' teaching, and of effective intervention strategies • Ability to plan and evaluate interventions • Data analysis skills and the ability to use data to inform provision planning • Effective communication and interpersonal skills • Ability to build effective working relationships • Ability to influence and negotiate • Excellent time and task management skills • Ability to work under pressure and to deadlines
Personal qualities	<ul style="list-style-type: none"> • Commitment to getting the best outcomes for pupils and promoting the ethos and values of the school • Commitment to equal opportunities and securing good outcomes for pupils with SEN or a disability • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality

* In the event of a large number of applicants meeting the essential criteria, the desirable criteria will become essential.

The following criteria are applicable to all employees of Essa Foundation Academies Trust

Personal Attributes			
•	Ability to promote a positive ethos and role model positive attributes	✓	
•	Effective team player	✓	
•	Sensitive to the needs of others	✓	
•	Good listening, oral and numeracy skills	✓	
•	Ability to successfully organise time and successfully work to deadlines	✓	
•	Awareness of own development needs	✓	
•	Person of integrity	✓	
•	A good sense of humour	✓	
Valuing Diversity			
•	Listen, support and monitor the diverse contributions made to service development without prejudice	✓	
•	Challenge behaviours and processes, which do not positively advance the diversity agenda whilst being prepared to accept feedback about own behaviour	✓	
•	Recognise people's strengths, aspirations and abilities and help to develop their potential. Understand how Valuing Diversity can improve our ability to deliver better services and reduce disadvantage	✓	
Customer Care			
•	Listen and respond to children/young peoples needs, seek out innovative ways of consulting and engaging with them	✓	
•	Network with others to develop services for the benefit of the children/young people.	✓	
Developing self and others			
•	Coach and mentor others and be willing to share learning and encourage others to do the same	✓	
•	Listen to others and respond to their needs	✓	

•	Apply a range of development activities to develop and train staff	✓	
•	Strive for improvement and take responsibility for own development	✓	
•	Be self-confident and lead by example	✓	
Work related circumstances			
•	Essa Foundation Academies Trust and all its schools and Academies are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.	✓	
•	All staff will ensure that they are aware of and work within the requirements of all Keeping Children Safe in Education policies, seeking clarity from a member of Senior Leadership if necessary.	✓	

HOW TO APPLY

Please read the information in this pack. If you decide to apply you should include a letter with your application form on no more than two sides of A4, giving your reasons for applying for the post, addressing information you have read in the pack and particularly the person specification, and outline any relevant experience and personal qualities you would bring to Essa Foundation Academies Trust. The application form can be found on the vacancies pages of our Academy websites:

Essa Academy <https://www.essaacademy.org/vacancies>

Essa Primary <http://www.essaprimay.org/current-vacancies>

Please do not send a general letter; we really are looking for someone who is prepared to respond to us as an individual. You can be sure we will take time and care in reading your letter; we appreciate how much energy goes into it. **Please ensure that you address your application to: Dame Kathryn August, CEO, EFAT, Lever Edge Lane, Bolton, BL3 3HH. Telephone: 01204 333 222 or E-Mail: hr@efatrust.org**