



**CANDIDATE INFORMATION &
APPLICATION PACK
SENCO (Maternity Cover)**



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Dear Applicant,

Thank you for expressing an interest in the post of **SENCO, Maternity Cover** (required for September 2019) at the Academy.

We provide a world class education for boys and girls aged 11-19, in a modern state of the art building that opened in September 2010.

We are situated in the Woodberry Down area which is on the Hackney/Haringey border. We have excellent transport links; 5 min walk from the bus stop or 7 min walk from Manor House tube station which serves the Piccadilly Line.

The Academy Core values reflect those of London's Olympic & Paralympic Games:

Friendship ♦ Respect ♦ Equality ♦ Determination ♦ Inspiration ♦ Courage ♦ Excellence

The Academy is also founded on four key pillars: a strong and non-negotiable behaviour policy; first class and genuine pastoral care; outstanding teaching and learning, and the development of the whole person.

In September 2015 we launched our sixth form which offers a wide range of academic and vocational subjects. Year 13 destinations have included Oxford, Exeter, Brunel, Leeds, Southampton and many other leading universities.

We pride ourselves on our culture of high expectation for every student and are committed to cultivating a happy, disciplined, caring and respectful environment. Our motto, composed by a pupil is, "Be the best you can". We passionately believe that every pupil, regardless of background or ability, can achieve.



Skinners' Academy is a truly great school offering an outstanding all-round education and is determined to be one of the best schools in London. We believe that all pupils, regardless of background or ability, should be supported to excel in all that they do.

Thank you for your interest in our Academy. I look forward to receiving your application.

Tim Clark
Principal

Job Description

Post Title:	SENCO (Maternity Cover)
Grade:	Main Scale/UPS + SEN allowance
Responsible to:	Vice Principal – Pastoral
Responsible for:	Strategic Leadership of SEN policy and provision across the Academy

Principal Accountabilities:

- 1) Initiate, formulate, direct, monitor and evaluate additional needs provision, to secure a culture of effective intervention, high expectation and achievement for pupils with SEN, so that all learners are known, valued and understood.
- 2) Coordinate the development and implementation of the Academy SEN Policy, in order to raise achievement of SEN pupils
- 3) Contribute to the leadership capacity of the Academy

Main Activities and Responsibilities

Main duties and responsibilities are indicated here. Other duties at an appropriate level and nature may also be required and will be negotiated.

1. Teaching and Learning

- Identify, adopt and communicate the most effective teaching approaches for pupils with SEN
- Monitor teaching and learning activities to meet the needs of pupils with SEN
- Identify and co-ordinate the teaching of study skills that will develop pupils' ability to work independently
- Co-ordinate the SEN provision across the Academy through effective information sharing, collaboration and communication with Heads of Department and Heads of Year
- Liaise with other schools to ensure continuity of support and learning when transferring pupils with SEN
- Together with appropriate staff such as the Head of Student Services and Head of Behaviour and Engagement, develop effective ways of overcoming barriers to learning with regards to pupils with SEN
- Co-ordinate the early identification of pupils with SEN and play a leading role at the Academy's Multi-Disciplinary Meetings identifying SEN resources and interventions to support the academic and well-being of pupils in the Academy.
- Co-ordinate communication passports giving pupils with SEN a strong voice in how they learn best and ensuring this is communicated to key staff responsible for the learning of a pupil with SEN.
- Create opportunities to support parent and carers through SEN workshops and coffee morning.
- Be adequately trained and be able to deliver ASDAN programme to KS4 pupils.
- Be able to plan, deliver and teach either English or Maths lessons to Year 7 pupils.

2. Recording and assessment

- Maintain and develop systems for identifying, assessing and reviewing SEN provision and progress in line with statutory requirements under the current Code of Practice
- Set targets for raising achievement among pupils with SEN
- Collect and interpret specialist assessment data
- Update the Vice Principal on the effectiveness of provision for pupils with SEN

- Develop understanding of learning needs and the importance of raising achievement among pupils
- Attend consultation evenings and keep parents informed about their child's progress and also seek their input recognising strong partnerships between the Academy and parents are necessary to ensure effective SEN provision.
- Liaise with the Examinations Officer to ensure appropriate access arrangements are in place for pupils with SEN.
- Monitor offsite or bought in learning packages for pupils with SEN.

3. Leadership and Management

- Encourage all members of staff to recognise and fulfil their statutory responsibilities to pupils with SEN.
- To create and articulate a sense of purpose for the SEN department in the context of the Academy's ethos and Academy improvement plan and Enterprise specialism.
- To liaise with the Educational Psychologist and relevant external agencies to identify strategies to support pupils with SEN.
- Be responsible for developing the work of the department, raising the level of attainment of students with SEN in accordance with Academy targets and expectations.
- Disseminate good practice in SEN by leading and organising training opportunities on teaching and learning strategies relevant to SEN.
- Line Manage teaching and non-teaching staff within the SEN department.
- Performance Manage members of the department
- Monitor the quality of teaching and learning within the department and in partnership with Heads of Department monitor the quality of SEN teaching and learning across the Academy.
- Advise and collaborate with staff involved in working with pupils with SEN, ensuring that all those involved have the training and information necessary to secure improvements in teaching and learning.
- Ensure the effective operation of quality control systems including target setting, tracking and monitoring student progress.
- Identify resources needed to meet the needs of pupils with SEN and advise the Vice Principal of priorities for expenditure
- Fulfil a strategic leadership role as part of the Academy Middle Leadership Group, contributing to developing the Academy and its policies.

Standards/ Quality Assurance and Additional Responsibilities

- Ensure that an enterprising approach is adopted by all across the Academy.
- Promote the Academy ethos in which the highest achievements are expected from all members of the Academy community.
- Support extended day activities to enhance pupils learning experiences.
- Adhere at all times to professional business standards of dress, courtesy and efficiency, in line with the ethos and specialism of the Academy.
- Attend and participate in open evenings and pupil performances.
- Uphold the Academy's behaviour code and uniform regulations
- Participate in staff training and development
- Attend team and staff meetings
- Develop links with Governors, LEAs and neighbouring schools/ Academies.

Key Organisational Objectives

The Postholder will contribute to the Academy's objectives in service delivery by:

- Following Health and Safety requirements and initiatives as directed
- Ensuring compliance with Data Protection legislation

- At all times operating within the academy's Equalities policies, demonstrating commitment and contribution to improving standards of attainment
- Adopting Client Care and Quality assurance initiatives
- Fulfilling the role of Student Personal Adviser and /or mentor if required
- Contributing to the maintenance of a caring and stimulating environment for young people
- Any other duties commensurate with the post as directed by the Principal

Conditions of Service:

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as agreed by the Governing Body.

Special Conditions of Service

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview.

This post allows substantial access to children; candidates are required to comply with Academy procedures in relation to DBS checks. If candidates are successful in their application prior to taking up post, they will be required to apply for and hold an enhanced DBS certificate.

Equal Opportunities

The postholder will be expected to carry out all duties in the context of and in compliance with the Academy Equalities Policies.

Date of issue:

Signature of Post holder:

Signature of Principal:.....

Person Specification

Job Title: SENCO

	Essential	Desirable
Qualifications		
Educated to Degree level or equivalent	✓	
Qualified Teacher status	✓	
National Award in Special Educational Needs Coordination	✓	
Experience		
Ability to use IT effectively.	✓	
Use IT to raise achievement and as a management tool.	✓	
A commitment and understanding of the use of ICT within the curriculum	✓	
Ability to deliver SEN to KS3, KS4 and KS5 .	✓	
Collaborative teaching methods and working with colleagues in the preparation, assessment and monitoring work	✓	
SEN leadership experience, including managing staff and pupils	✓	
Demonstrable experience of improving successful student outcomes in the last three years	✓	
High quality outcomes	✓	
A record of continuous professional and career development	✓	
Experience as a form Tutor and or/ Pastoral work	✓	
Skills		
Personal		
Must be well organised	✓	
Must be well presented	✓	
Excellent communication and organisational skills	✓	
Ability to work hard under pressure while maintaining a positive, professional attitude	✓	
Ability to organise and prioritise workload and work on own initiative	✓	
Good interpersonal skills and the ability to work collaboratively, leading to professional development of staff, to the achievement of department aims and to the efficient running of the SEN team	✓	
Excellent creative teaching ability	✓	
Commitment to personal career development		✓
Ability to organise whole school/ Year based activities	✓	
Ability to think and plan strategically and manage change	✓	
Knowledge and Understanding		
Developments in the National Curriculum	✓	
Academy's strategic plan and the role to be played by SENCO and the SEN team	✓	
Developing differentiated schemes of work	✓	
Effective strategies for supporting staff to improve teaching and learning	✓	
Equal Opportunities		
Understanding of different social backgrounds of pupils	✓	
Understanding the needs of pupils and the appropriate policies and strategies to support them	✓	
Understanding of the needs of bilingual pupils	✓	

Skinners' Academy
Woodberry Grove
London, N4 1SY
www.skinnersacademy.org.uk

Post Title	SENCO (Maternity Cover)
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Personal Details

Surname:							
Forename:							
Address:							
	Postcode:						
Telephone (Home):		Telephone (Mobile):					
Telephone (Work):		Email:					
Can we contact you on your work number?: (Tick as appropriate)						Yes	No
NI Number:							
TRN (Teacher Reference No.):							

Referees

One reference **must be your present or most recent employer**, the other a previous employer. References will be requested after the short listing process, prior to interview and before an offer of employment has been made in writing.

First Referee

Full Name:							
Job Title:		Company:					
Address:							
Telephone:		Email:					
Relationship:							

Second Referee

Full Name:							
Job Title:		Company:					
Address:							
Telephone:		Email:					
Relationship:							

I hereby authorise you to take up references from my present employer, my previous employer(s) or the people that I have submitted as personal referees, once I have been notified of an invite to interview. In addition, I hereby authorise you to take up other reference checks as you may deem appropriate.

Signed:		Dated:	
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<p>Please list any dates on which you will NOT be available for interview:</p>	
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Education & Qualifications

Please give details of your education and qualifications (most recent first)

Education

Start Date	End Date	School, College, University etc.	Subject(s) Studied	Qualification, Certificate, Grade etc.

Work related or professional qualifications/membership & NVQ's etc.

Start Date	End Date	Details : Name of Association / Institute/Qualifications	Level/or grade of membership

Relevant Training

Start Date	End Date	Title of Course	Details

I hereby authorise you to carry out checks on all and any of my qualifications from any establishment or employer.

Signed:		Dated:	
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Present or Previous Employment

Present/Most Recent Employment

Job Title:							
Name of Employer:							
Address of Employer:							
Start Date:		Pay Grade / Salary:					
Is this post your sole regular employment? (Tick as appropriate)			<table border="1"> <tr> <td>Yes</td> <td><input type="checkbox"/></td> <td>No</td> <td><input type="checkbox"/></td> </tr> </table>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>				

If 'No' to the above, please name your other employer(s) here:

Reason for leaving / wishing to leave:	
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Notice required / Date left (if applicable):	
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Outline of main duties:

Previous Employment

Start Date	End Date	Job Title / Main duties	Employer	Reason for leaving

If there are any gaps in your employment or education please explain them here:

Where did you see this post advertised? If seen on the internet, please specify website:

Are you related to, or the partner of, any member or employee of the Academy? If so, please specify (failure to disclose such information shall disqualify the candidate concerned):

Please use this section to support the information that you have already provided regarding your suitability for this post and how you meet the requirements of the post. Include everything that is relevant (such as training and experience gained through out-of-work activities) as concisely as possible. Continue on a separate sheet(s) if necessary.

Please tick boxes as appropriate in the following sections:

Other Details			
Do you have the legal right to live and work in the UK?	Yes	<input type="checkbox"/>	No
Is this subject to having a work permit?	Yes	<input type="checkbox"/>	No
You will need to produce photographic ID and proof of the above if you are called to interview.			
Disabilities			
Do you have a disability as defined by the Disability Discrimination Act 1995?	Yes	<input type="checkbox"/>	No
If 'yes' please give brief details to tell us if there is support which we can provide at interview or in employment if you are offered the job.			
Personal Declarations			
The position you are applying for involves contact with children and is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England & Wales). For these positions you are not entitled to withhold information about police cautions, bind-overs, or any criminal convictions, including any that would otherwise be considered 'spent' under the act.			
Convictions			
Have you ever been convicted of any offence or bound-over or given a caution	Yes	<input type="checkbox"/>	No
If 'Yes' please give details on a separate sheet and attach it to this form in a sealed envelope marked 'Confidential Disclosure'.			
<i>It will be a condition of your employment that you inform the Academy if you are convicted of any criminal offence (including driving offences). Failure to do so may result in disciplinary action being taken including the termination of your employment.</i>			
If you are provisionally offered this post, you will be required to undergo a (DBS) Disclosure & Barring check. Please refer to the DBS Code of Practice for further information. Having a criminal record will not necessarily be a bar to obtaining a position at the Academy.			
Prohibition from Teaching			
In accordance with the requirements of The School Staffing (England) (Amendment) Regulations 2013, any future appointment is subject to a check with the Department for Education (Dfe) to ensure that you are not subject to a prohibition order or an interim prohibition order.			
Data Protection Act			
Information from this application may be processed for purposes registered by the Employer under the Data Protection Act 1998. Individuals have, on written request and on payment of a fee of £10 the right of access to personal data held about them.			
I hereby give my consent to the Academy processing and retaining the data supplied in this application form for an appropriate period of time for the purpose of recruitment, selection and employment.			
Signed:	<input type="text"/>	Dated:	<input type="text"/>

Declaration			
I declare that the information I have given on this form is complete and accurate and that I am not banned or disqualified from working with children nor subject to any sanctions or conditions on my employment imposed by The Independent Safeguarding Authority, the Secretary of State or a regulatory body. I understand that to knowingly give false information, or to omit any relevant information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future and possible criminal prosecution.			
Signed:	<input type="text"/>	Dated:	<input type="text"/>
All candidates applying for employment via email will be required to sign and date this form if invited to attend an interview.			

Equal Opportunities Recruitment Monitoring Form

Please complete this monitoring form and return with your application form. Below we explain why the details that you provide are important both for you as an applicant and for us as an organisation committed to equal opportunities. An applicant with a disability who meets the essential criteria for the job (with a reasonable adjustment where appropriate) will be invited to interview.

The Academy is working towards equal opportunities in employment, with the aim of ensuring that everyone who applies to work for us receives fair treatment. To help us to achieve this aim we ask you to complete this monitoring form. This information will be used to monitor the effectiveness of our Equal Opportunities Policy and for no other reason.

We understand that some applicants will be hesitant to provide the personal details requested, but please be assured that this information is confidential and will only ever be processed or analysed on a completely anonymous basis. By completing the information you will be helping us to ensure that you and others receive fair treatment when applying for jobs with us.

The request for this information and the uses to which it will be put are within the scope of the Data Protection Act 1998 which allows for the collation and reporting of sensitive data for monitoring purposes.

Please complete this form, which will be detached from your application form before your application is progressed to the short listing stage of the recruitment process.

The monitoring form will be kept separate from the job application form, to ensure that none of the information you have provided is used in the selection decision. The information that you provided will be treated as strictly confidential and only used to monitor the fairness of our recruitment and selection procedures.

If you have any queries or concerns about any part of this monitoring form, please write to the Principal and we will look into the points that you raise.

Thank you for completing this form.

We wish you success with your application.

Equal Opportunities Recruitment Monitoring Form

HOW TO COMPLETE THIS FORM: Mark your responses by putting an 'X' in the box or by clicking on the appropriate box

1. I consider my gender to be:	Male <input type="checkbox"/>	Female <input type="checkbox"/>
2. I consider myself to have a disability:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. I would describe my racial or cultural origin as:		
a. Asian Asian – Bangladeshi <input type="checkbox"/> Asian – British <input type="checkbox"/> Asian – Indian <input type="checkbox"/> Asian – Pakistani <input type="checkbox"/> Other Asian background <input type="checkbox"/> Please specify:	b. Black Black – African <input type="checkbox"/> Black – British <input type="checkbox"/> Black Caribbean <input type="checkbox"/> Other Black background <input type="checkbox"/> Please specify:	c. Chinese Chinese <input type="checkbox"/> d. Irish Irish <input type="checkbox"/> e. Mixed Asian & White <input type="checkbox"/> Black & White <input type="checkbox"/> Other Mixed background <input type="checkbox"/> Please specify:
		f. White White British <input type="checkbox"/> White European Union <input type="checkbox"/> Other White background <input type="checkbox"/> Please specify:
		g. Other Ethnic group Please specify: <input type="checkbox"/>
4. I am aged Years Months	Date of Birth (DD/MM/YY):
5. How did you hear about the vacancy for which you have applied?		
Intranet (Skinners' staff only) <input type="checkbox"/> Internet * <input type="checkbox"/> Evening Standard <input type="checkbox"/>	Job Centre Plus <input type="checkbox"/> Friend / Relative <input type="checkbox"/> National Press * <input type="checkbox"/>	Professional Journal * <input type="checkbox"/> Other * <input type="checkbox"/>
6. I am a member/follower of the following religious group:		
None / No religion <input type="checkbox"/> Buddhist <input type="checkbox"/> Christian <input type="checkbox"/>	Hindu <input type="checkbox"/> Jewish <input type="checkbox"/> Muslim <input type="checkbox"/>	Sikh <input type="checkbox"/> Other * <input type="checkbox"/>
I hereby give my consent to Skinners' Academy processing the information given above in accordance with the purposes stated above.		
Signed:		Dated:
TO BE COMPLETED BY APPOINTING OFFICER ONLY		
Short Listed <input type="checkbox"/>	Interviewed <input type="checkbox"/>	Appointed <input type="checkbox"/>
Completed applications to: recruitment@skinnersacademy.org.uk		

SENCO (Maternity Cover, 12 months)

MPS/UPS + SEN allowance

Required for September 2019

SKINNERS' ACADEMY— *provides a world class education for boys and girls aged 11-19, in a modern state of the art building.*

We are looking to appoint an exceptional SENCO to cover a maternity leave from September 2019 who can lead and manage the Academy's provision for students with SEN.

The successful SENCO will be joining staff and students at our state of the art Academy where we provide a world class education for boys and girls aged 11-19.

We pride ourselves on our culture of high expectation for every student and are committed to cultivating a happy, disciplined, caring and respectful environment.

If you would like to become part of a truly great school please visit: www.skinnersacademy.org.uk where you can download an application pack.

Please note this post allows substantial access to children. Therefore, in accordance with our Safer Recruitment Policy the successful candidate will be required to apply for, and hold, an enhanced DBS (Disclosure & Barring Services) certificate. The Academy will arrange this for you prior to you taking up your post.

In compliance with our Safer Recruitment Policy CV applications are not accepted

Closing date for applications is Monday 22 April 2019 at 12 noon

Interview date: Tuesday 30 April 2019