



## **CANDIDATE INFORMATION PACK**

**Special Educational Needs and Disabilities Co-ordinator  
(SENDCo)**



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Dear Applicant,

**Our Vision:**

“Be the best you can’ this is what we ask of our pupils and our staff.

We are committed to providing the very best educational experience for our young people and invite applicants who share this commitment and want to be a part of our success story. We believe in the power of the curriculum and so intentionally have the following at the core of our practice:

- A pragmatic approach to pedagogical practice that reduces teacher workload
- Teaching powerful knowledge rather than parroting the knowledge of the powerful
- CPD which is rooted in the best educational research, often with a foundation in cognitive science

The Academy is on a journey from Good to Great and appointed a new Principal in September 2020 to ensure that this objective is realised. The recruitment of a skilled and enthusiastic **SENDCo** is crucial to the success of this journey.

**About You:**

- You can motivate and inspire pupils to build on their current achievements
- You have excellent interpersonal skills and a commitment to collaborative working
- You are committed to working in an inner city school and believe that such schools should provide the best possible environment for academic success and personal development
- You have an excellent track record of outstanding teaching across Key Stages 3 to 5
- You are resilient and have a great sense of humour, as you never give up.

**About Us:**

- 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 provide a welcoming, caring and stimulating environment with excellent teaching facilities.
- We have pupils who strive to maximise their achievement and are fully supported by parents who work with us in partnership.
- 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.
- We have a high-quality teaching staff fully committed to supporting pupil’s academic and personal development.
- We offer excellent opportunities for your own professional development
- We believe qualifications open doors but are only part of the story. All children deserve a full rounded education

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

**Shereka James**  
**Principal**

# SKINNERS' ACADEMY HISTORY

Skinners' Academy, a school in the Woodberry Down (North Hackney) community for boys and girls aged 11-19, provides a world class education in a state-of-the-art building. The Academy opened in 2010 and is supported by the Skinners' Company, who is proud of the Academy being at the heart and hub of the local community.

The Academy provides a learning environment that is inspiring, exciting and motivating for every student. Therefore, with your contribution, we will challenge and support their paths to success.

Our "Be the best you can" ethos is applicable to both students and employees.

## OUR MISSION

### 'Be the best you can'

#### Our Mission:

The Principal and Governors at Skinners' Academy believe that all children will be the best they can by working in active partnership with the Academy to achieve excellence for themselves and the wider community. The Academy will provide the necessary prerequisite skills, knowledge and experiences for children to ensure they have the opportunities to succeed. Not only will our young people be successful and productive citizens but, they will be a source of influence in the society that they live in, ensuring that they make sustainable and authentic contributions for future generations.

#### Our Values:

- Be Curious** - We will ask the right questions, learn from others, and look for ways to work smarter.
- Be Cooperative** - We will work in partnership with others to achieve our goals.
- Be Determined** - We will see challenges as obstacles that we can overcome. We will not give up.
- Be Kind** - We will be generous with our time and resources; we will show empathy.
- Be Respectful** - We are committed to upholding the values of equality and inclusion. We will not tolerate prejudice in any form.
- Be Outstanding** - Exceptionally good; this is what we strive for 100% of the time.

#### Our Specialism:

In our commitment to ensuring that our young people are not only prepared for every step of their learning journey but that they also have the agency to influence their future, we believe that Enterprise forms a crucial role in realising this. As an Academy we will ensure that students understand the skills of Enterprise and that they can use these effectively to carve out their desired futures.

*"Enterprise is about motivating young people to learn and excel in their education and to see the relevance of their studies. It is more than the creation of entrepreneurs, it is about a can-do and positive attitude and equipping people with the confidence to develop ambitious career and vocational interests. Enterprise therefore supports the development of a wide range of work and professional skills and capabilities, including resilience, risk taking, creativity and innovation, as well as a self-belief that starting a business is a viable career choice and one of the most exciting and challenging things a person will ever do."*

- Lord Young 2014

# STAFF REWARDS AND BENEFITS

## Annual Salaries

We offer competitive salaries for both Teaching and Support staff, (Inner London Weighting) including recruitment and retention allowances, in some cases.

## Pension Scheme Contributions

We pay in a high percentage of monthly contributions for Teaching Staff (Teachers' Pension Scheme) and Support Staff (Local Government Pension Scheme) members enrolled in these pension schemes.

## Annual Season Ticket Loans

Staff members can apply for an annual season ticket loan where the cost of the season ticket is spread over 10 monthly payments, interest free.

## Staff Wellbeing

Regular guided mindfulness meditation takes place accessed remotely via the Skinners' Academy All Staff Wellbeing Channel in MS Teams.

Regular Wellbeing Audits occur throughout the year, followed by a Wellbeing Action Plan, giving opportunities for staff, students and parents to suggest strategies that would positively impact wellbeing.

We encourage a culture of celebrating each other. 'Staff Shout Outs' can be sent via a link for members of staff to nominate a colleague they particularly want to celebrate each week.

## Cycle Scheme

Skinners' Academy is a registered employer on the Cycle Scheme which provides staff members with the opportunity to purchase a bike of their choice, tax free. This for most people means a saving of around 2% of the total cost. Payment(s) are deducted via payroll over a term of 12 months.

## TechScheme

The Techscheme is powered by Apple and Currys PC World and lets staff members choose from over 5,000 tech products from tablets and televisions, fitness trackers and phones, to games consoles and kitchen appliances. Staff can spread the cost from their salary via a salary sacrifice across 12 months and make a National Insurance saving of up to 12%.

## London Borough of Hackney School Staff Offers

All employees of London Borough of Hackney schools can register for the borough's savings and discounts scheme where employees can enjoy 100's of offers on big name brands such as BT Broadband and supermarket digital gift cards. Employees can register for free using their school email address and Scheme ID Number.

### **Discounted Mortgages for Teachers**

Endorsed by the NEU, Teachers Building Society was established specifically to help teachers with smaller deposits buy their very first home. As the only building society dedicated to teacher lending, they not only reserve their best (cheapest) mortgage deals especially for teachers but they use their expert understanding of the education industry to make the home buying process as smooth and simple for teachers as possible. Buying a property with someone else? No problem, only one applicant needs to be a teacher.

### **Social Events**

The Skinners' Social Committee helps to connect staff during this challenging time by organising lively staff social events to ensure that staff get the opportunity to unwind and enjoy a well-deserved break from work.

## **JOB DESCRIPTION**

<b>Post Title:</b>	SENDCo
<b>Grade:</b>	Main Pay Scale / Upper Pay Scale + TLR 1A
<b>Responsible to:</b>	Vice Principal
<b>Responsible for:</b>	Strategic Leadership of SEND policy and provision across the Academy

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### **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 SEND, so that all learners are known, valued and understood.
- 2) Co-ordinate the development and implementation of the Academy SEND Policy, in order to raise achievement of SEND 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 SEND
- Monitor teaching and learning activities to meet the needs of pupils with SEND
- Identify and co-ordinate the teaching of study skills that will develop pupils' ability to work independently
- Co-ordinate the SEND 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 SEND
- 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 SEND
- Co-ordinate the early identification of pupils with SEND and play a leading role at the Academy's Multi-Disciplinary Meetings identifying SEND resources and interventions to support the academic and well-being of pupils in the Academy.
- Co-ordinate communication passports giving pupils with SEND a strong voice in how they learn best and ensuring this is communicated to key staff responsible for the learning of a pupil with SEND.
- Create opportunities to support parent and carers through SEND 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 SEND provision and progress in line with statutory requirements under the current Code of Practice
- Set targets for raising achievement among pupils with SEND
- Collect and interpret specialist assessment data
- Update the Vice Principal on the effectiveness of provision for pupils with SEND
- 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 SEND provision.
- Liaise with the Examinations Officer to ensure appropriate access arrangements are in place for pupils with SEND.
- Monitor offsite or bought in learning packages for pupils with SEND.

## 3. Leadership and Management Responsibility

- Encourage all members of staff to recognise and fulfil their statutory responsibilities to pupils with SEND.
- To create and articulate a sense of purpose for the SEND 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 SEND.
- Be responsible for developing the work of the department, raising the level of attainment of students with SEND in accordance with Academy targets and expectations.
- Disseminate good practice in SEND by leading and organising training opportunities on teaching and learning strategies relevant to SEND.
- Line Manage teaching and non-teaching staff within the SEND 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 SEND teaching and learning across the Academy.
- Advise and collaborate with staff involved in working with pupils with SEND, 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 SEND 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.

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

### **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 school'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 and/or mentor if required.
- Contributing to the maintenance of a caring and stimulating environment for young people.

**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 give written permission to the Academy to ascertain details from the Disclosure and Barring Service (DBS) regarding any convictions against them and, as appropriate the nature of such convictions

**Equal Opportunities**

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

**Person Specification**

**Job Title: SENDCO**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>		
Educated to Degree level or equivalent	✓	
Qualified Teacher Status	✓	
National Award in Special Educational Needs Coordination	✓	
<b>Experience</b>		
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 SEND to KS3, KS4 and KS5 .	✓	
Collaborative teaching methods and working with colleagues in the preparation, assessment and monitoring work	✓	
SEND 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	✓	
<b>Skills</b>		
<b>Personal</b>		
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 SEND 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	✓	
<b>Knowledge and Understanding</b>		
Developments in the National Curriculum	✓	
Academy's strategic plan and the role to be played by SENDCO and the SEND team	✓	
Developing differentiated schemes of work	✓	
Effective strategies for supporting staff to improve teaching and learning	✓	
<b>Equal Opportunities</b>		
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	✓	

# Special Educational Needs and Disabilities Co-ordinator (SENDCo)

**Salary: Main Pay Scale / Upper Pay Scale + TLR 1A**

**Required: January 2022**  
**Contract Type: Permanent**  
**Location: North Hackney**

We are seeking to appoint an Exceptional SENDCo to lead and manage the Academy's provision for students with Special Educational Needs and Disabilities (SEND).

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- We have a high-quality teaching staff fully committed to supporting pupil's academic and personal development.
- We offer excellent opportunities for your own professional development.
- We believe qualifications open doors but are only part of the story. All children deserve a full rounded education.

Please note this post allows substantial access to children, therefore 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.

To apply, please send a completed application form and monitoring form to: [recruitment@skinnersacademy.org.uk](mailto:recruitment@skinnersacademy.org.uk)  
Please note that we do not accept CVs.

**The closing date for applications is 9am on Monday 18<sup>th</sup> October 2021**  
**Interviews will be held on Friday 22<sup>nd</sup> October 2021**