



# Associate Assistant Principal SENCo Application Pack

The Hathaway Academy,  
Grays, Essex RM17 5LL

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Grays, Essex



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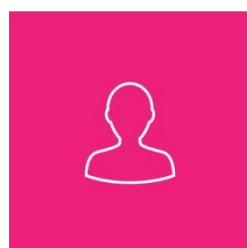
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Improving Education

# 01. About Academy Transformation Trust



## We're on a mission

Our mission is to provide the very best education for all students and the highest level of support for our staff to ensure every student leaves our academies with everything they need to reach their full potential.

## These are the things we hold dear

### Transparency

As a charity founded on strong ethical practices, Academy Transformation Trust takes pride in being open, honest and crystal clear in everything we do.

### Innovation

We are constantly striving to do all we can to make education the best it possibly can be. We are brave in our actions and do everything we can to have a positive impact on whole child development.

### Collaboration

We believe the future of education relies upon effective collaboration between academies, and better collaboration between academies and their local communities.

### Ambition

We are determined to improve education nationwide by encouraging collaboration and giving academies everything they need to realise their full potential.

We believe every child matters and deserves a first class education.

Our team knows first-hand how to make education better for schools, students and their teachers.

For us, the future of UK education relies upon schools working closely together to share best practices, giving every child the best chance in life. We set up ATT to make this vision a reality.

As a not for profit trust, we work with our growing family of primary and secondary academies, and further education providers in the Midlands,



## 02. The Hathaway Academy Information

The Hathaway Academy is part of the Academy Transformation Trust family of academies.

Rated as 'Good' by Ofsted in June 2015, at Hathaway we aim to change the aspirational horizon of our students and their community. Everything that both our students and staff do will be done to ensure, that through engagement, self-worth and purpose, pupils will be the very best they can be.



The balance of academic excellence and opportunities underpins our high aspirations and provides students with the skills and confidence they need in their future journey.

We offer a personalised, engaging and relevant 21st century curriculum, which will develop pupils into thinking, articulate, responsible and successful citizens.

This is supported with a wide and varied extracurricular programme that not only supports academic progress but also embeds the specialism of digital media and performing arts.

Our faculty system runs throughout the academy which each faculty attached to a charity and a number of fundraising initiatives taking place throughout the year,

We are extremely proud of our brand new £1.5m food technology, hospitality and catering facility which has recently opened.

We also have a number of partnerships with organisations in our community including the Duke of Edinburgh and the Royal Opera House.

To find out more, please visit [www.hathawayacademy.attrust.org.uk](http://www.hathawayacademy.attrust.org.uk).

## 03. Job Description

### Associate Assistant Principal (SENCo)

### Secondary Academy

<b>Post Title:</b>	Associate Assistant Principal, SENCo
<b>Contract Type:</b>	Full time
<b>Disclosure Level:</b>	Enhanced
<b>Whole Academy Responsibility</b>	SEND
<b>Reporting To:</b>	Vice Principal
<b>Liaising With:</b>	Principal, Vice Principal, Assistant Principals, Co-ordinators (Heads of Subject), Student Support Services (student reception, attendance) and relevant staff with cross-Academy responsibilities, relevant non-teaching support staff, parents and Governors.
<b>Duties:</b>	The duties outlined in this job description are in addition to those covered by the latest Academy Teachers' Pay and Conditions Document. It may be modified by the Principal, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

#### Whole Academy Responsibility

<b>SEND</b>	<ul style="list-style-type: none"> <li>To be a leader of learning by providing a role model for excellent practices, setting high expectations in relation to standards of student achievement and the quality of teaching, including developing and advising on assessment strategies, data analysis and identified support to ensure the identified standards of student achievement are met.</li> <li>To oversee, and work collaboratively with others, to ensure the effective co-ordination of intervention programmes to support designated groups of students.</li> <li>Monitor teaching and learning activities to meet the needs of students with SEND.</li> <li>Liaise with other agencies to ensure continuity of support and learning when transferring students with SEND.</li> <li>Work with colleagues to set challenging targets for raising achievement among students with SEND.</li> <li>Ensure robust tracking systems are in place to collect and interpret specific student level assessment data allowing the Academy to identify value-added by its quality first teaching programme and intervention strategies.</li> <li>Set up systems for screening students at "point of entry" identifying, assessing and reviewing provision for SEND children once identified.</li> <li>Update the Principal and senior team on the effectiveness of provision for students with SEND.</li> <li>Develop understanding of learning needs and the importance of raising achievement among students.</li> <li>Have in place a robust system for student reviews meetings including</li> </ul>
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	<p>parent evening consultations.</p> <ul style="list-style-type: none"><li>• To be accountable for raising the standards of teaching, learning and attainment for all children identified as having specific needs in SEND in the Academy.</li><li>• To lead learning and co-ordinate the strategic management and development of SEND across the Academy so that all students with a range of additional needs are well supported across the Academy and make very good progress.</li><li>• To oversee and ensure quality provision is in place for children with a range of additional</li><li>• Ensure appropriate targets for all children identified in SEND groupings.</li><li>• To lead, develop and enhance the teaching practice of all adults, through monitoring, evaluating and promoting improvement strategies to secure effective learning and teaching is undertaken within the specified area of responsibility.</li><li>• To line manage a team of staff, including the effective recruitment, performance management and development, and induction for newly appointed staff with respect to inclusive practices and where appropriate their specific deployment.</li><li>• To develop and lead CPD programmes to support effective inclusive practices and provision in Academy.</li><li>• Take the lead in liaising, co-ordinating and managing all external support offered to Academy locally and from other agencies with regards to SEND students.</li></ul>
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# 04. Person Specification

## AAP SENCo, Secondary Academy



### Key responsibilities

At the Academy, we strive to achieve excellence and to be judged an outstanding Academy. In order to maintain the high standards and build on success of the Academy, you will need to:

- > champion a culture of high expectations and aspiration so that all students are able to achieve their potential and the Academy secures high attainment for all
- > support the continued transformation of the quality of teaching and learning so that all students consistently make progress which is better than students nationally
- > ensure that all staff are respectful towards all students, with an unshakable belief in their entitlement to a high quality education, whatever their circumstances and ability
- > take a leading role in the development of new and emerging technologies to enrich and extend the learning experiences of all students
- > maintain and enhance best practice as an Academy which works with and for its community.

	Essential	Desirable
Professional qualifications and learning	<ul style="list-style-type: none"> <li>• 5 GCSEs (A* to C) including Maths and English – or equivalent</li> <li>• Undergraduate degree</li> </ul>	<ul style="list-style-type: none"> <li>• Held variety of roles and responsibilities within a school/Academy</li> <li>• Qualified teacher status</li> </ul>
Experience of	<ul style="list-style-type: none"> <li>• being a ‘good’ classroom teacher</li> <li>• working with children with a variety of needs</li> <li>• linking with statutory agencies</li> </ul>	<ul style="list-style-type: none"> <li>• being an outstanding classroom teacher</li> </ul>
Safeguarding	<ul style="list-style-type: none"> <li>• Commitment to the protection and safeguarding of children and young people</li> <li>• Up to date knowledge and understanding of relevant legislation and guidance in relation to working with, and the protection of, children and young people</li> <li>• Co-operation and collaboration with relevant agencies to protect children</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant safeguarding training/qualifications</li> </ul>
Teaching and Learning	<ul style="list-style-type: none"> <li>• demonstrates good understanding of the principles of effective teaching and learning in all phases</li> <li>• has good and current knowledge of all curriculum requirements and can implement, monitor and support these effectively</li> <li>• embraces the use of new and emerging technologies to enhance and extend the learning of all students</li> <li>• has a good understanding of assessment and how it can be used to improve student progress, including SEND students</li> <li>• effective and systematic behaviour</li> </ul>	<ul style="list-style-type: none"> <li>• has a track record of securing high standards and at least good progress for all students</li> <li>• is an outstanding classroom practitioner within a similar educational environment</li> <li>• has a track record that demonstrates the very best quality of teaching and learning for all student groups, particularly SEND and vulnerable students</li> </ul>

## 04. Person Specification

	<p>management, including SEND students, by using clear boundaries, sanctions, rewards and praise</p> <ul style="list-style-type: none"> <li>• is committed to continuous learning including professional development</li> </ul>	
Developing self and working with others	<ul style="list-style-type: none"> <li>• can contribute to a culture of high expectations for self and for others</li> <li>• can review own practice, set personal targets and take responsibility for personal development</li> <li>• can manage own workload to allow appropriate work/life balance</li> <li>• can maintain confidentiality</li> <li>• can articulate and understand current educational issues</li> </ul>	<ul style="list-style-type: none"> <li>• can demonstrate a proven track record of developing self within an educational context</li> <li>• can show resilience in the face of challenge</li> <li>• has excellent interpersonal skills, with the ability to listen and communicate effectively in all contexts and to command respect</li> </ul>
Managing the Organisation	<ul style="list-style-type: none"> <li>• Has the ability to articulate and communicate the vision and values that make the Academy unique</li> <li>• Has the ability to secure high levels of engagement from all stakeholders which enable excellent student achievement</li> </ul>	<ul style="list-style-type: none"> <li>• Proven track recording of supporting Academy improvement</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>• highly approachable, very grounded and makes sensible judgements</li> <li>• excellent critical thinking skills; has intellectual curiosity and rigour</li> <li>• strong interpersonal and communication skills</li> <li>• demonstrate resilience in an EBD environment</li> </ul>	





## 05. How to apply

### The Hathaway Academy, Grays, Essex

#### Salary:

Leadership Scale 1-10

There is a recruitment package for the right candidate

#### Closing date:

Friday 29<sup>th</sup> May 2020

#### Interviews:

As and when applications are received

#### Start Date:

September 2020

#### Visits to the school:

For further information about the role and the Academy, or if applicants wish to visit prior to completing their application, please the Academy on 01375 371361.

#### Applying

Please apply by visiting  
[www.Academytransformationtrust.co.uk/vacancies](http://www.Academytransformationtrust.co.uk/vacancies)

# Forward as one. Improving Education Together.

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