

SENCO

Leigh Academy Tonbridge



More than just a job. More than just an employer.

Leigh Academies Trust is a dynamic, vibrant multi-academy trust, founded in 2008. Today we encompass 31 academies across Kent, Medway and South-East London.



LEIGH
Academies Trust

Simon Beamish

BA (Hons) MSc PGCE NPQH NLE FCCT

Chief Executive
Leigh Academies Trust



Welcome

Through a model of education that creates a network of inspirational and inclusive academies that share the same values, the Trust provides the drive for educational improvement and dynamic transformation. All of the academies work closely and collaboratively together, along with our partners, seeking to exploit the key educational philosophy of human scale education. To maximise the levels of achievement across each of our learning communities, all activities are focused on improving the life chances of the young people in our care.

As of 1st September 2023, our Trust comprises 31 geographically organised academies (15 secondaries, 14 primaries and 2 special) educating 20,000 students, and employing 3,000 talented staff. The Trust is establishing four 'clusters' of academies: North Kent; Central Kent; South East London; Medway. In addition, the Trust is responsible for one of the region's biggest initial teaching training organisations, a large teaching school hub and is an accredited apprenticeship provider. Our future plans are found in our [Vision 2030](#) document available on our website.

We are now recruiting to appoint a suitably experienced and qualified SENCO at Leigh Academy Tonbridge. The role of SENCO is a pivotal role in the school's future journey as our appointed leader will continue to build

and evolve our unique and inspirational place of learning at Leigh Academy Tonbridge. The successful candidate will work closely with the Senior Leadership Team and other senior leaders across the academy and wider Trust.

Our ideal candidate will be an existing SENCO with considerable experience and you will need a strong commitment to raising educational attainment for children and young people with SEN and have a willingness and ability to develop specialist knowledge and keep up to date with local and national developments.

Simon Beamish, Chief Executive.

Michael Crow
Principal
Leigh Academy Tonbridge



Leigh Academy Tonbridge

Thank you for your interest in Leigh Academy Tonbridge, where we are committed to ensuring all of our students receive an outstanding education that allows them to access the future universities and careers of their choice.

In September 2023, Leigh Academy Tonbridge opens its doors as a mixed academy welcoming both girls and boys in a non-selective, secular academy.

Core values of integrity, courage and imagination underpin all that we do. We are unrelenting in our mission to teach those that we have the privilege to care for to do the right thing, to make courageous choices and to ignite their curiosity and imagination. Our students will leave the academy with the qualifications and skills to access the very best universities, apprenticeships and careers to which they aspire.

As a local resident and parent, I am personally invested in ensuring that Leigh Academy Tonbridge plays an instrumental role in shaping the lives of our young people and the local community. As educators, we are driven by a united purpose: to maximise the future opportunities of every young person that passes through our door. The wellbeing and success of every individual is at the heart of everything we do.

Leigh Academy Tonbridge will always be an institution that values and nurtures every young person in our care. Our small school model means that every child will be known, cared for and challenged to succeed. As has

always been the case at the academy, we will continue to value the partnerships with our families recognising the critical value of the home-academy partnership in ensuring the success of every child.

Leigh Academy Tonbridge is an inspirational community, with high-standards of discipline (described by Ofsted as 'exceptional' in December 2022) creating disruption free classrooms and a broad, innovative digital curriculum, underpinned by the principles of the International Baccalaureate Middle Years Programme. Our curriculum is knowledge rich, promotes diversity of thought and creates a framework within which students explore, understand and appreciate the power and application of knowledge in real global contexts. Through the implementation of our curriculum students mature into reflective and resilient learners who can work both independently and collaboratively to overcome challenges, are confident critical thinkers and master lifelong learning. We provide all of our students with a Chromebook to develop their digital skills and to enrich their learning in their classrooms and to support their independent study.

Our students flourish, becoming curious, caring and culturally astute young people as they move on to higher education or employment. They leave with a broad skill set and the versatility to embrace the future challenges of the modern world.

Vacancy

From April 2024, we are seeking to appoint an experienced and qualified SENCO who, with the support of the Senior Leadership Team and the SEN department will take responsibility for the day-to-day operation of the SEN policy, SEN information report and provision made by the school for pupils with learning difficulties or disabilities. They will also work closely with staff, parents/carers and other agencies.

The SENCO also provides professional guidance to staff in order to help ensure high quality teaching and the effective use of resources to secure an inclusive education. Candidates considering the role should have experience in leading a SEND department and collaborating with external agencies.

The role of SENCO can be highly rewarding, as you will have the opportunity to directly contribute to pupils receiving the support they need to achieve their full potential.

As a community we believe in working collaboratively and sharing good practice. If you want to be part of a team which embraces innovation and creativity then we are interested to hear from you.

Safeguarding of students and Duty of care All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm

then it's essential you know what actions to take. Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.

Position	SENCO
Location	Leigh Academy Tonbridge
Responsible to	Principal
Basis	Permanent, Full-Time
Commencement	April 2024
Salary	Leadership commensurate with experience

Application Process

Naturally, we are seeking to appoint the best possible candidate and therefore the application process will reflect our desire to undertake all necessary measures to achieve this.

On the basis that interested candidates may be keen to visit the academy before making a formal application, you can arrange this by contacting Becky Green (PA to Principal). Visits will be hosted by a member of the Senior Leadership Team. Please ensure you offer Becky a range of dates when you are available in your initial email to ensure we can coordinate a visit that works for both you and the academy.

Candidates wishing to have an initial conversation with the Principal about this role can also arrange for a telephone call. Those wishing to do so should also contact becky.green@hayesbrookacademy.org.uk in the first instance

To submit an application in full, please do so online via the following link;

[SENCO \(Leigh Academy Tonbridge\) - Online Application form.](#)

Application closing date	Thursday 25th January 2024
Shortlisting date	Friday 26th January 2024
Interview date	Friday 2nd February 2024

If you have any queries on any aspect of the application process or need additional information please contact Elene Redelinghuys (Recruitment Advisor) on elene.redelinghuys@latrust.org.uk

The academy is committed to safeguarding children and successful candidates will be subject to an Enhanced DBS check. Our commitment to safeguarding is underpinned by robust processes and checks which are in place across the Trust.

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Job Profile

Role: SENCO - Leigh Academy Tonbridge

Reporting to: Principal

Core Purpose

To work closely with the Senior Leadership Team and colleagues in the strategic development of the Academy's Special Educational Needs (SEN) policy and oversee the day-to-day operation of that policy with the aim of raising SEN student achievement.

Areas of Responsibility and Key Tasks

a) Strategic Direction and Development of SEN Provision in the Academy (with the support of, and under the direction of the leadership team)

- exercise a key role in assisting the senior leadership team and governors with the strategic development of SEN policy / provision
- support all staff in understanding the needs of SEN student and ensure the objectives to develop SEN are reflected in the school development plan
- monitor progress of objectives and targets for students with SEN from teachers' plans, evaluate the effectiveness of teaching and learning by work analysis and use these analyses to guide future improvements
- analyse and interpret relevant school, local and national data and advise the senior leadership team on the level of resources required to maximise achievement
- liaise with staff, parents, external agencies and other schools to coordinate their contribution, provide maximum support and ensure continuity of provision

b) Teaching & Learning

- support the identification of and disseminate the most effective teaching approaches for students with SEN
- work with the senior leadership team and staff to develop effective ways of bridging barriers to learning through:
 - assessment of needs
 - monitoring of teaching quality and student

achievement

- target setting, including IEPs
- developing a recording system for progress
- collect and interpret specialist assessment data to inform practice
- undertake day-to-day co-ordination of SEN students' provisions through close liaison with staff, parents and external agencies
- work with the senior leadership team, teachers, key stage co-ordinators and pastoral staff to ensure all students learning is of equal importance and that there are realistic expectations of students
- consider the range of teaching strategies / equipment that could be utilised for students at School Action Plus.

c) Leading and Managing

- provide professional guidance to staff to secure good teaching for SEN students, through both written guidance and meetings
- advise on and contribute to the professional development of staff, including whole Academy INSET provision
- provide regular information to the senior leadership team and governing body on the evaluation of SEN provision

d) Effective deployment of staff and resources

- advise the senior leadership team and governing body of priorities for expenditure and deployment of staff, and utilise resources with maximum efficiency
- maintain and develop resources, coordinate their deployment and monitor their effectiveness in meeting the objectives of Academy and SEN policies

e) Other professional requirements

- Coordinate all Annual Reviews and attend / chair when necessary.

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Person Specification

(e) = essential (d) = desirable

Training and Qualifications

- A graduate in a relevant discipline (e)
- To hold a teaching qualification that is recognised by the DfE (e)
- To have evidence of continuing and recent professional development relevant to the post (e)
- National SENCO Award or willing to complete training (d)
- Evidence of ASD qualification/s (d)

Experience

- As SENCO/supporting children with special educational needs (e)
- Effective working with a variety of stakeholders (e)
- Monitoring and identifying areas for improvement (e)
- Leading, motivating and developing practice (e)
- Effective use of assessment and analysis of SEN children's progress in raising standards (e)
- Teaching experience across the primary range having taught at all levels of ability to at least a good standard (e)
- Experience as SENCO in more than one school (d)
- Working effectively with students with ASD (d)

Professional Knowledge, Skills and Understanding


- Previous experience of effective SEN development and pupils based learning (e)
- Thorough and up to date knowledge of SEN code of practice and SEN issues (e)
- Proven Management and SENCO skills to support inclusion teaching and learning (e)
- Ability to produce accurate work to tight deadlines under pressure (e)
- Ability to communicate clearly in writing and orally a variety of audiences (e)
- Ability to be able to deal sensitively with pastoral issues relating to staff and students (e)
- Extensive ICT skills that reflect the impact of technology on today's classrooms (e)
- Experience of managing successful change (d)

Personal Qualities and Abilities

- An enthusiastic, confident and able communicator with excellent interpersonal skills (e)
- An effective organiser who can get the most from all types of resources through their development and deployment (e)
- A positive and resilient individual with drive, initiative, vision and commitment to improve standards in the school (e)
- Can lead, motivate and inspire others including teachers, parents and governors (e)
- Commitment to inclusion and raising standards for all (e)
- Able to demonstrate strong leadership and management skills (d)

Management

- Ability to analyse and evaluate data on students (e)
- Ensure appropriate curriculum provision for all students across the Department (e)
- Ability to establish credibility with colleagues, students and parents (e)

The background is a solid blue color. In the top-left corner, there is a thick yellow line that starts horizontally, then turns 90 degrees downward, and finally turns 90 degrees to the right, ending horizontally. In the bottom-right corner, there is a thick white line that starts horizontally, then turns 90 degrees downward, and finally turns 90 degrees to the left, ending horizontally. A thick yellow line also starts horizontally from the left edge, then turns 90 degrees downward, and finally turns 90 degrees to the right, ending horizontally.

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Benefits at Leigh Academies Trust

At Leigh Academies Trust, we want to provide you with a rewarding and enriching career and to help you to reach your full potential, both professionally and personally. As an employee of Leigh Academies Trust, here is a taster of the great benefits you can receive from day one;

- An open and collaborative working environment, not just within your academy but also across the Trust where innovation is encouraged
- A career in an organisation that values individuality and diversity
- Dedicated focus groups to ensure we have the optimal working environment in all aspects.

Professional development opportunities

- Regular training and access to a range of internal and external programmes tailored to your learning needs throughout your career
- Educational sponsorship (application required)
- Opportunities for career progression as we are willing and able to support moves from one academy to another.

Financial

- A competitive salary for both teaching and non-teaching staff whereby pay progression is possible on an annual basis, following successful performance
- Access to a highly attractive pension plan
- Neyber platform – support provided to build your financial confidence and support when needed with Neyber loans
- Access to a range of benefits and discounts that are sourced specifically for our staff.

Well-being

- Full-time associate staff receive 25 days annual leave plus bank holidays which increases to reflect your length of service
- The chance to work with a company who received a 'Gold' Workplace Wellbeing Award for the last two years
- Wellbeing champions and access to Mental Health First Aiders
- 24/7 access to a free Employee Assistance Programme to provide confidential advice and guidance
- Student Wellbeing support from our Educational Psychologist team
- Personal resilience and Wellbeing courses
- Access to our Wellbeing platform with a range of ever evolving benefits
- Wellbeing campaigns.

Facilities

- Great school buildings with many state-of-the-art facilities across our academies, providing positive working environments
- Free/discounted gym access
- Free car parking at every site
- On-site catering with great food, all reasonably priced for staff (with the option to buy evening meals so you don't have to cook!)
- Social networking opportunities across the trust to create new relationships both inside and outside of the work setting.



An overview of the Trust you'd be joining

Leigh Academies Trust is a non-profit making charitable company limited by guarantee, based in Strood, Rochester, Medway. The Trust exists to support and assist schools to build upon their existing strengths and to help them achieve educational transformation. It has significant experience in running schools, and today includes both sponsored academies and schools which have chosen to convert to academy status.

The Trust was formed in 2008 with the linking of The Leigh Technology Academy and Longfield Academy under one governing body. It now encompasses over 20,000 students, between the ages of 3 and 19, in 30 primary, secondary and special academies, across Kent, Medway, Bexley and Greenwich.

Leigh Academies Trust – Our Values:

- We care – about our pupils through our human scale approach to education, our staff and their well-being and the communities that we serve, driven by our high ideals and strong moral values.
- We have boundless ambition – to achieve excellence for all and create confident young adults with high levels of resilience and integrity.
- We work together – as one team in the belief that we are greater than the sum of our parts. We foster an enterprising culture through collaboration and in close partnership with industry and other educators.
- We keep getting better – using our 'can-do' attitude towards continuous improvement and innovation.

Trust Advantages:

- Expert central services for finance, HR, IT, facilities and business functions.
- Innovative approaches to teacher recruitment and retention.
- Fast track development of leaders for internal promotion opportunities.
- Central reserves protect individual school budgets.
- Substantial investment in cross-Trust initiatives to improve teaching and learning.
- Close collaboration between senior leaders across the Trust.
- Integration of primary and secondary approaches into all-through education.
- Adequate scale to design and test new ideas.
- High quality strategic governance with wide business and professional experience.
- Robust delivery models as government policies, rules and measures change.

Our Mission:
Education for a better world

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