



# The Howard School

## Recruitment Pack Assistant SENCo



# Welcome to THAT

Thank you for your interest in joining The Howard Academy Trust. We are a family of 9 academies—4 primary, 4 secondary, and 1 alternative provision—working across Medway, Kent, and Bexley. As a Trust, we are committed to delivering the highest standards of education for all children and young people, regardless of their background.

Our vision, *"Working together to create a community of successful learners"* underpins everything we do. We firmly believe that every child deserves access to at least a good education, and we are proud that every academy within our Trust has maintained or improved its Ofsted rating. Notably, Temple Mill Primary School and Waterfront UTC made the remarkable journey from Special Measures to Good at their first inspection since joining us—a testament to the dedication and expertise of our staff.



At The Howard Academy Trust, we recognise that our people are central to our success. We are committed to supporting and developing our staff so that they, in turn, can provide an outstanding education for our students. Each of our academies serves its own unique community, and our role as a Trust is to provide the support, guidance, and collaboration needed to drive continuous improvement.

We are always looking for talented and passionate individuals to join our team. If you share our belief in the power of education and want to be part of an organisation that truly makes a difference, we would love to hear from you.



**Owen McColgan**  
Chief Executive  
The Howard Academy Trust



# THAT Benefits

The Howard Academy Trust is very pleased to offer our staff a vast range of benefits, both professional and personal, as we believe that our excellent teaching and support staff should be supported at work and rewarded for the great work they do.



Platinum  
Workplace  
Wellbeing Award



benenden  
health  
Subsidised Private  
Healthcare



Free flu jabs  
every autumn



Employee Assistance  
Programme with  
Free Counselling



Mental Health  
First Aiders  
in all schools



Early finish for  
teaching staff on  
Fridays for CPD/PPA



Multiple routes  
into teaching



Opportunities for  
collaborative CPD



Trust-wide training  
and networking  
events



Career Progression  
and upskilling  
opportunities



Bespoke in-house  
Into Leadership  
Courses



LGPS/TPS Pension  
Scheme & Generous  
Contributions



Competitive salary  
with annual pay  
progression



Early salary  
withdrawal with  
Access EarlyPay



Minimum 25 days  
annual leave for  
full time staff,  
plus bank holidays



Discounted hire of  
school facilities



Cycle to work  
scheme



Free car parking  
at each Trust site



EV Charging across  
sites



On site catering  
with a full  
lunch menu



Discounted gym  
membership



A diverse and  
inclusive workplace



Staff referral  
scheme



Flexibility  
for life events



Annual  
Trust Awards

We are happy to talk about flexible working.





# Our Family of Schools



**The Howard School**  
1,500 Pupils on Roll  
Located in Rainham, Kent



**Temple Mill Primary School**  
240 Pupils on Roll  
Located in Strood, Kent



**Deanwood Primary School**  
230 Pupils on Roll  
Located in Rainham, Kent



**Thames View Primary School**  
450 Pupils on Roll  
Located in Rainham, Kent



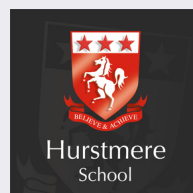
**Waterfront UTC**  
370 Pupils on Roll Rated  
Located in Gillingham, Kent



**Miers Court Primary School**  
410 Pupils on Roll  
Located in Rainham, Kent



**The Abbey School**  
1,100 Pupils on Roll  
Located in Faversham, Kent



**Hurstmere School**  
960 Pupils on Roll  
Located in Sidcup, London



**The Rowans AP Academy**  
93 Pupils on Roll  
Located in Chatham, Kent

# Welcome to The Howard School



Thank you for your interest in working at The Howard School. We seek to recruit an individual who shares our vision: ***“High Standards lead to High Achievement”***.

Our local and national reputation as a school where results challenge the stereotypical view of underachievement in young men continues to grow, as does the perception that we hold to traditional values in standards of behaviour and uniform. We are an innovative and creative school, responding to the ever-changing needs of our students and the demands from higher education and employers.

Our success has been built on the commitment, professionalism and aspirations of our staff. The Howard School is a place where people want to work and our low turnover reflects that. We can promise to invest in you and your future, providing first class professional development and career opportunities. I look forward to receiving your application.

*Mr Johal, Principal*

## Why choose The Howard School?

- The Howard School is in the top 3 non-selective schools in Kent and Medway for boys performance, out of 72 schools.
- Staff say they enjoy coming to work each day.
- We are a highly popular, significantly oversubscribed school.



NOR  
**1534**



Age Range  
**11-19**



PP  
**17.5%**



FSM  
**17.9%**



SEN  
**12.6%**



EAL  
**13.6%**

# Job Description

<b>Job Title:</b>	Assistant SENCo
<b>Contract Type:</b>	Full time, Permanent, Term Time +3 weeks
<b>Remuneration:</b>	NJC PO1 27-37

## Core Purpose and Scope

The holder of this post is expected to carry out the professional duties as described below, as circumstances may require and in accordance with the Trust's policies, under the direction of the Senior Leadership Team and Principal. The post-holder is required to fully support the vision, ethos and policies of the Trust.

## THAT Vision & Values

As a Trust, our Vision and Values are achieved through:

- Excellent teaching and learning that promotes inclusivity;
- Regular opportunities for collaborative CPD to ensure best practice across academies;
- A proactive network for joint working across academies, for staff at various career stages;
- The highest standards of behaviour and conduct achieved through clear expectations and positive relationships;
- The unique character of each academy is valued and contributes to the THAT whole Trust ethos;
- Shared whole trust values of dignity, respect and ambition.
- High aspirations for all involved with the Trust;
- Each academy is a hub for its local community and families;
- Facing outwards and working in collaboration with other organisations and stakeholders;
- A centralised team that allows academies leaders to focus on their core purpose of education.

## Values and Behaviour

Teaching & Support Staff play a vital role in making the education of the students their first concern, and are accountable for achieving the highest possible standards in work and conduct. All members of staff must act with honesty and integrity; have strong knowledge within their field, keep their knowledge and skills up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of the students in the school.



## **Personal and professional conduct**

The post holder should always conduct themselves professionally, treating students and staff with mutual respect, regardless of personal beliefs, in accordance with Trust ethos, policies and practices.

## **Key responsibilities:**

### **SEN:**

- Assist with the day-to-day operation of the school's provision, including record keeping
- Providing direct support to students, where appropriate
- Maintain up to date and accurate SEN data
- Liaise with outside agencies, collating information, booking rooms, sharing information with colleagues
- Compiling Teaching Assistant timetables / joint line management of Teaching Assistants overseen by the Assistant Principal
- Arranging intervention timetables for students and communicating these to stakeholders
- Support reading assessments/ all other forms of monitoring for students
- Referrals: internal coordination alongside Inclusion team and external to health, outreach or alike
- Managing resources for the dept, including making orders
- Support coordination of visits
- Liaising with General Office
- Collate information received to produce alert booklet for Y7.
- Set up SEN files
- Assisting the arrangements for Induction Morning and Induction evening
- Attending Open Evening to speak with prospective parents

### **Working with External Professionals:**

- Prepare for meetings with relevant information
- Prepare rooms for visitors
- Keep appropriate notes stored for individuals
- Information sharing
- This can include coordinating visits from professionals ad-hoc or regularly

### **Exam Dispensation:**

- Hold the relevant qualification (or be willing to train)
- Completing Access Arrangements forms to be sent to various exam boards within the set deadline
- Ensuring KS3 access list is up to date for in class assessments
- Preparing all the relevant documentation for access arrangements
- Work in conjunction with the Exams Officer in order to ensure that the boys entitled to dispensation are allocated and the necessary staff (Readers/Scribes) are available (using TAs if appropriate).
- Order necessary assessments/ tools required

**Additional duties:**

- All staff, with the support of the Academy's designated DSL, have a responsibility for providing and safeguarding the welfare of the students and young people
- To be familiar with and support any health and safety procedures and ensure all duties and responsibilities are discharged in accordance with the Academy's health and safety at work policy

*This job description does not form part of the Contract of Employment and is not necessarily a comprehensive description of the duties required but outlines the main responsibilities of the post. It will be reviewed regularly 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 at the reasonable discretion of the line manager.*

*An enhanced DBS check will be required for this post. The job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title. The successful candidate must have a commitment to safeguarding and promoting the welfare of children and young people.*



# Person Specification

Please refer to these requirements when completing the application. The Person Specification is related to the requirements of the post as determined by the Job Description.

Essential	Desirable
<b>Education and Qualifications</b>	
<ul style="list-style-type: none"> <li>• Teaching Qualification</li> <li>• Degree or equivalent</li> <li>• National SENCo award</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid trained</li> <li>• Further Degree</li> <li>• Evidence of ongoing Professional Development</li> </ul>
<b>Experience</b>	
<ul style="list-style-type: none"> <li>• Outstanding teaching experience</li> <li>• Understands the SEND code of practice</li> <li>• Experience of working and caring with students who hold EHCPs</li> <li>• Experience of implementing strategies to raise student attainment with evidence of success</li> <li>• A track record of success in student behaviour management</li> <li>• Leadership by example with a solution focused approach</li> <li>• A capacity to inspire through leadership, energy and vision</li> <li>• Experience of promoting highly effective communications within and between teams and other stakeholders in the community</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working within the academy or education sector</li> </ul>
<b>Knowledge and Understanding</b>	
<ul style="list-style-type: none"> <li>• Knowledge of the delivery of the SEND framework</li> <li>• High degree of accuracy</li> <li>• Effective use of data to analyse performance and manage interventions to measure the impact this can have on achievement and attainment</li> <li>• Good understanding of effective procedures for managing and promoting positive behaviour among students</li> <li>• Equal opportunity issues within the workplace and the importance of culture and ethos and how this impacts on morale,</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of child protection and safeguarding policies</li> <li>• Sound understanding of equal opportunity issues within the workplace and the importance of culture and ethos, and how these impacts on morale, high expectation, and high standards</li> </ul>

<p>high expectation and high standards</p> <ul style="list-style-type: none"> <li>• Sound understanding of equality of opportunity issues and how they can be effectively addressed in schools</li> <li>• Clear understanding of the role of parents and the community in school improvement and how this can be practised and developed</li> <li>• To undertake any training relevant to the role</li> </ul>	
<b>Characteristics and Competencies</b>	
<ul style="list-style-type: none"> <li>• Excellent communication including verbal and written skills</li> <li>• Ability to promote the school's aims positively</li> <li>• Ability to develop good personal relationships within a team; making an effective contribution to high morale</li> <li>• Ability to create a happy, challenging and effective learning environment</li> <li>• A solution-focussed mind-set and determined "no-excuses" approach to raising standards</li> <li>• A personable nature to build effective relationships with parents and all members of the school community</li> <li>• A creative and good-humoured approach to all aspects of teaching, management and leadership</li> <li>• Ability to keep up to date on relevant policies and procedures</li> <li>• Ability to work to professional standards, to develop effective working relationships, think independently and make judgements and to influence others through persuasion/discussion</li> <li>• Ability to be flexible and well organised to manage, at times, unpredictable and variable workloads</li> </ul>	

