



## Senior SENCO (Maternity Cover)

<b>Reporting to:</b>	<b>Vice Principal</b>
<b>Location:</b>	<b>Ark Alexandra Academy, Hastings, East Sussex</b>
<b>Contract:</b>	<b>Fixed Term (Maternity Cover) – until 30/01/2025</b>
<b>Working Pattern:</b>	<b>Full Time</b>
<b>Start date:</b>	<b>September 2024</b>
<b>Salary:</b>	<b>Ark Outside London Leadership Pay Scale, points 8 - 12: £56,910 to £62,794</b>
<b>Closing date:</b>	<b>9.00am on 03 May 2024</b>
<b>Interview Date:</b>	<b>Interviews to be arranged as suitable applicants identified</b>

*The school reserves the right to withdraw this advert if a suitable candidate is appointed before the closing date. **Applicants are strongly encouraged to apply early for this role to avoid disappointment.***

### Ark Alexandra

Joining our school team is an excellent opportunity for a proactive person who wants to make a lasting difference to the communities they serve.

Ark Alexandra is a large secondary academy with a Sixth Form provision in Hastings, East Sussex. As a Church of England school, our values of faith, excellence and kindness underpin our ethos, culture and behaviour. We have an inclusive admissions policy that welcomes, without preference, students of all faith and none. We believe that everyone deserves to be accepted, included, and empowered to live a purposeful and fulfilling life.

Our vision is to provide all members of our community with the opportunities to engage with 'life in all its fullness' (John 10:10). This will be achieved through the highest quality of education that a truly great school will provide. We are committed to striving for excellence and inspiring our students to fulfil their potential. Our faith underpins our aim for all students to have the widest possible life choices. By knowing every student, demonstrating kindness, we will inspire every member of Ark Alexandra to have a positive impact on the community around them.

Our school is on an exciting rapid upward trajectory. From September 2024, Ark Alexandra will operate as one school across two 6FE campuses. This creates the dual benefit of working within a small school family setting, whilst providing unique opportunities for growth, development and career opportunities that exist in a large school model.

We take a traditional and research-based approach to education with a primacy placed on cognitive science, scholarship and what the best schools do. We are a no-nonsense

school where staff can focus their efforts on teaching great lessons. Our focus on extra-curricular activities including DofE, Cadets and rewards trips ensures our students benefit from a range of exciting opportunities.

## **How is Ark Alexandra different?**

- We are part of the Ark family of schools and benefit accordingly from outstanding networking and career opportunities and first-class CPD.
- Staff wellbeing is one of our main priorities. We have an 8am - 5.30pm/weekend work-related communication curfew to ensure our staff can maintain a work/life balance.
- Our systems and processes for communication and assessment are streamlined, research led and based on the needs of our local context.
- Behaviour for learning is always a high priority so our teachers can focus their time on the things that matter – planning and delivering brilliant lessons for our students.
- This is a strict no excuses, no mobile phone school.
- We offer a wide range of enrichment opportunities for our students that have excellent attendance and feedback.
- Our curriculum is academic and designed to prepare our students for the workplace in the 21<sup>st</sup> century
- We put high-quality teaching at the heart of what we do. Live coaching and current best practice in the field of education is central to our approach.
- There is the opportunity to steer your own career. There is a range of professional development opportunities available should you be seeking to further your career beyond classroom teaching.
- As we are part of the large Ark network, this means that we work collaboratively with other schools to build a curriculum suitable for all students and bespoke to our context.
- Salaries higher than the national pay scales.
- Twice as many training days as standard with network-wide events with Ark colleagues.
- Unique opportunities for growth and development working across a split site – the largest secondary with a 6<sup>th</sup> form in the Ark network.
- We offer health benefits such as a Healthcare Cashplan, Cycle to Work scheme and Employee Assistance Programme or if you prefer retail therapy, staff discounts (online and in-store) via instant vouchers or reloadable gift cards from the Ark Rewards scheme.

If you are ready to add further value to our dedicated, hard-working SEND department and to work alongside a diverse school leadership team, then you will find this job extremely rewarding.

**Alignment with the school's vision, values and approach to education is essential.**

## The Role and the Department

The successful candidate will be responsible for cultivating an inclusive learning environment throughout the school. They will develop the graduated response at a whole school level to identify and support students with particular learning needs and lead staff in achieving best practice, enabling all students to achieve their best.

The post holder will maintain a teaching timetable, modelling outstanding practice in classroom teaching, preparation, marking and assessment and will be able to communicate effectively with students of all abilities, be proactive, have excellent communication skills and be experienced in establishing successful learning relationships with young people and adults.

The successful candidate will be instrumental in our mission to provide every student a great education and real choices in life, regardless of their background. A passionate practitioner, with the ability to deliver high-quality, rigorous lessons that drive achievement and inspire a love of learning that extends beyond the classroom.

## About Ark Schools

Ark is a network of non-selective schools and run 39 academies in London, Birmingham, Hastings and Portsmouth educating more than 28,500 students.

Ark's aim is to create outstanding schools that give every student, regardless of their background, the opportunity to go to university or pursue the career of their choice.

To find out more about Ark Alexandra, please visit our website via [www.arkalexandra.org](http://www.arkalexandra.org) or for further information about Ark Schools please read the attachment – Why join an Ark school?

For an informal conversation about the role or to arrange an informal visit, please contact our HR Department on [ALEHR@arkalexandra.org](mailto:ALEHR@arkalexandra.org)

To apply, please [click here](#) to complete an online application form.

**Please note:** we are unable to accept applications via CV. We will also be reviewing applications on an on-going basis and this advert may close earlier than advertised depending on the level of response. Early application is strongly encouraged. You will be able to pause, save and log back in to complete your application up until the vacancy closes.

**Closing Date: 03 May 2024 at 9.00am**

*Ark value diversity and are committed to safeguarding and promoting child welfare. The successful candidate will be subject to an enhanced Disclosure and Barring Service check and any other relevant employment checks.*

## **Job Description: Senior SENCO (Maternity Cover)**

<b>Reporting to:</b>	<b>Vice Principal</b>
<b>Location:</b>	<b>Ark Alexandra Academy</b>
<b>Contract:</b>	<b>Fixed (Maternity Cover)</b>
<b>Working Pattern:</b>	<b>Full Time</b>
<b>Salary:</b>	<b>Ark Outside London Leadership scale: Pay Points: 8 -12, £56,910 - £62,794 per annum</b>

### **The Role**

As Senior SENCO, you will be responsible for cultivating an inclusive learning environment throughout the school. You will develop the graduated response at a whole school level to identify and support students with particular learning needs and lead staff in achieving best practice, enabling all students to achieve their best.

The post holder will maintain a teaching timetable, modelling outstanding practice in classroom teaching, preparation, marking and assessment.

### **Key Responsibilities**

#### **Leading Inclusion**

- Ensure early identification and support for students with additional needs by embedding the graduated response for literacy, numeracy, language and communication, SEMH and EAL at a whole school level
- Support teachers to differentiate, make class-based adaptations to the curriculum and develop systems to access targeted intervention and specialist support when needed
- Monitor the provision of teaching and learning activities and their impact on the progress made by students with SEND, EAL, medical needs, PP students and LAC, reporting to staff, governors and appropriate agencies
- Line manage the SEND Team and participate in the staff recruitment process, and coordinate the provision for Child Protection and Safeguarding
- Influence whole school teaching and learning policy to ensure inclusive teaching
- Identify the training needs of staff and coordinate relevant INSET and CPD

#### **SENCO**

- Increase the progress and attainment of SEND students.
- Lead on the strategic direction and development of the school offer for SEND.
- Ensure the SEND administration is effective and efficient, including: provision mapping and costing; overseeing and monitoring the quality of information sharing etc.
- The SEND register is up-to-date and all staff are aware of the needs of students
- Students receive the provision outlined in their EHCP or Statement of SEN, and that these are reviewed annually
- A school-based plan is implemented for children identified at SEN Support and this is reviewed termly with a view to apply for an EHCP if needed
- Teachers know how to support students and have access to CPD, targeted intervention and specialist support from external agencies (e.g. Speech and

Language Therapy, Educational Psychology, Autism Outreach Services, Sensory Impairment Services, etc.)

- A student centred approach is promoted, involving students and parents, where parents are informed regarding the support in place for their child and this is reviewed termly
- A transition plan is agreed to ensure continuity of support and learning when transferring students with SEND between key stages and/or schools
- The Academy's SEN Information Report is reviewed annually, shared with parents and published on the school website
- Coordinate the deployment of resources as set out in Statements/EHCPs
- Facilitate and coordinate multi-agency input

### **Teaching Responsibilities**

- Please refer to the Teacher job description below for a list of responsibilities.

### **Other**

- Act as a role model and set high expectations of conduct and behaviour
- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Ark's data protection rules and procedures
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required
- Support with other school duties, invigilation and enrichment, where required.

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by your line manager.

# **Person Specification: Senior SENCO (Maternity Cover)**

## **Qualification Criteria**

- Qualified to degree level and above
- Qualified to teach and work in the UK
- National Award for SEN Coordination (NASENCo) or the willingness to work towards
- Completed further training in supporting students with SEND/EAL (desirable)

## **Knowledge, Experience and Skills**

- Experience identifying, monitoring and providing effective support for students with SEND
- Experience leading, coaching and motivating people, ensuring professional development and effectively challenging and managing any performance concerns
- Evidence of continually improving the teaching and learning in a year group, through schemes of work, assessment and extra-curricular activities etc. in a challenging classroom environment
- Experience of reflecting on and improving practice to increase student achievement
- Can demonstrate effective and systematic behaviour management
- Excellent communication, planning and organisational skills
- Good working knowledge of relevant legislation, particularly the SEN Code of Practice
- UK based school experience (essential requirement)

## **Behaviours**

- Genuine passion for and a belief in the potential of every student
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action
- Belief that every student should have access to an excellent education regardless of background
- Professional outlook, detailed orientated and able to multi task and meet deadlines
- A team player that can work collaboratively as well as using own initiative
- Resilient, calm and professional under pressure
- Understanding of the importance of confidentiality and discretion
- Flexible attitude towards work and demonstrates sound judgement

## **Other**

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

*Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.*

*Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).*

## **Job Description: Teacher**

### **The Role**

You will be instrumental in our mission to provide every student a great education and real choices in life, regardless of their background. A passionate practitioner, you will deliver high-quality, rigorous lessons that drive achievement and inspire a love of learning that extends beyond the classroom.

### **Key Responsibilities**

- Set high expectations so that all students are inspired, motivated and challenged to reach their full potential, and in doing so meet their progress and attainment targets
- Teach high quality lessons so that all students achieve their targets
- Plan and teach well-structured, differentiated lessons that are aligned to the agreed curriculum and cultivate every student's intellectual curiosity
- Use data to inform teaching and learning, identify areas for intervention and provide feedback to students, staff and families in order to promote progress and outcomes with a specific focus on intervention for vulnerable groups including PP, EAL, SEND students
- Manage behaviour effectively to create a safe, respectful and nurturing environment so that students can focus on learning
- Work collaboratively with both school and network colleagues as a committed team member, building successful, high performing teams
- Participate actively throughout the network, by attending relevant meetings, and, as appropriate, delivering network-wide training and initiatives
- Work with colleagues, students and families to develop a strong school community



## **Professional Development**

- Take responsibility for your own professional development and demonstrate a commitment to continuous professional development by undertaking, and seeking out, opportunities to build your capabilities as a teacher
- Maintain an up-to-date expert knowledge of your subject area, related teaching pedagogy and relevant aspects of the National Curriculum, exam board requirements and other statutory provisions, including developments and reforms in broader education policy
- Ensure you understand your professional responsibilities in relation to school policies and practices
- Evaluate your own teaching critically and use this to improve your effectiveness
- Engage, positively, with the Academy's performance-management system

## **Non-Subject Responsibilities**

- Demonstrate consistently high expectations of all students and a commitment to raising their achievement and social and emotional well-being
- Promote the positive values, attitudes and behaviour expected from all students by treating them with respect and consideration
- Develop strong and positive relationships with students
- Implement all school policies, including the school's behaviour policy
- Contribute to the design and delivery of the school's enrichment curriculum
- Model the ethos and vision of the school at all times
- Communicate promptly and sensitively with parents, carers and other relevant bodies where necessary
- Establish and maintain effective working relationships with all colleagues
- Be familiar with and comply with the School's Health and Safety policies
- Be responsible for the health & safety of students when they are authorised to be on school premises and when engaged in authorised activities elsewhere
- Ensure compliance with Ark's data protection rules and procedures
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required

## **Form Tutor Responsibilities**

- Maintain a holistic overview of the academic and pastoral progress of your tutees, including monitoring their wellbeing, academic attainment and progress



- Develop strong, trusted, relationships with each tutee to act as their mentor.
- Implement the Academy's attendance, rewards, sanctions, behaviour and monitoring policies
- Monitor the safeguarding and welfare of tutees
- Ensure relevant staff are aware of any issues with tutees as required
- Proactively engage parents of tutees and endeavour to build positive home-school relationships. Act as the primary point of contact for parents of your tutees
- Model the ethos and vision of the school

## Other

- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Ark's data protection rules and procedures
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required
- Support with other school activities and enrichment, when required.

## Notes

All new staff will be subject to a probation period of six months (which may, in certain circumstances, be extended by up to 10 weeks). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which he or she has been employed. It provides the school with the opportunity to monitor and review the performance of new staff in relation to various areas, and also in terms of their commitment to safeguarding and relationships with students.

**No job description can be fully comprehensive, and from time to time the successful candidate may have to undertake other professional duties as directed by the Headteacher/Senior Leadership Team/Line Manager.**

# **Person Specification: Teacher**

## **Qualification Criteria**

- Qualified to teach and work in the UK
- Qualified to degree level and above

## **Knowledge, Skills and Experience**

- Demonstrable commitment to raising attainment of all pupils in a challenging classroom environment
- UK based school experience (essential requirement)
- Excellent understanding of both subject and general teaching pedagogy
- Be or demonstrate the potential to become an outstanding teacher
- Be or demonstrate the potential to become an outstanding coach
- Mastery of and enthusiasm for your subject specialism
- Effective and systematic behaviour management
- Knowledge of the national secondary education system, examinations and curriculum
- Actively research your subject area in order that you remain up to date with recent initiatives and developments

## **Behaviours**

- Genuine passion for and a belief in the potential of every student
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action
- Deep commitment to Ark's mission of providing an excellent education to every student, regardless of background
- Excellent interpersonal, planning and organisational skills
- Resilient, motivated and committed to achieving excellence
- Reflective and proactive in seeking feedback to constantly improve practice
- Commitment to regular and on-going professional development and training to establish outstanding classroom practice.
- Commitment to and understanding of professionalism in line with the National Teaching Standards

## **Other**

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

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