



# Ark Alexandra Academy

## 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 3 - 7: £50,306 to £55,627</b>
<b>Closing date:</b>	<b>9.00am on 11 June 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: 11 June 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: 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: 3 -7: £50,306 - £55,627 per annum</b>

### **The Role**

As SENCO of the lower campus (KS3), you will be responsible for cultivating an inclusive learning environment throughout the school under the leadership of the Senior SENCO. You will develop the graduated response 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 model outstanding practice in classroom teaching, preparation, marking and assessment.

### **Key Responsibilities**

#### **Leading Inclusion on the campus**

- Ensure early identification and support for students with additional needs by embedding the graduated response for literacy, numeracy, language and communication, SEMH and EAL.
- Support teachers to differentiate, make class-based adaptations to the curriculum and develop systems to access targeted intervention and specialist support when needed
- With the leaders of Quality of Education, 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 on the campus 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 on the campus.
- Work with the senior SENCO to contribute to, and implement, the strategic direction and development of the school offer for SEND.
- Ensure the SEND administration on the campus is effective and efficient, including: provision mapping and costing; overseeing and monitoring the quality of information sharing etc.
- Ensure 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

- An additional needs plan is implemented for children identified at SEN Support and this is reviewed three times a year 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 pupil centred approach is promoted, involving pupils 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
- Coordinate the deployment of resources as set out in Statements/EHCPs.
- Facilitate and coordinate multi-agency input

## **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: 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
- Demonstrate proactive and creative solutions to address student needs and remove their barriers in order that they can successfully access the curriculum and their learning
- 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](#).*