



**North East
Learning Trust**

Assistant Headteacher/SEND CO
Ashington Academy
Applicant information pack

Assistant Headteacher/SENDCO

Permanent

Required April 2025

Salary L11 – L15

£63,815 - £70,293 per annum

Ashington Academy is part of the North East Learning Trust and is seeking to appoint an Assistant Headteacher to join our dedicated team.

At Ashington Academy, we aim to provide opportunities to enable all students to learn and make lifelong friendships in a caring, supportive environment. In becoming successful learners, we want all our students to develop a love of learning, to recognise that learning is a lifelong activity and that the skills they acquire and develop are transferrable.

Currently graded as 'good' in all areas (Ofsted, March 2022), Ashington Academy has undergone a truly transformational journey since it joined NELT in 2017. This transformation has been achieved as a result of unwavering support from a team of trusted leaders of education. There is an unrelenting focus on high-quality teaching and learning, an academically ambitious curriculum, complemented by an exceptionally talented and committed staff body. We are proud to say that this transformation has been echoed and further substantiated by exceptional outcomes for our fantastic young learners, both in the main school and sixth form. Ashington Academy is not only becoming one of the top-performing schools in Northumberland, but also across the North East.

Our vision, along with all schools in the Trust, is that every child experiences excellence every day.

We are committed to:

- A vibrant learning community with enthusiastic and engaging students
- A positive and caring ethos
- An excellent learning environment and resources
- A team of hardworking, dedicated and friendly staff where everyone is valued

We will offer you:

- National Terms and Conditions of Employment
- Access to Teachers' Pension
- Up to 1 day paid leave for staff well-being
- Lifestyle Savings – range of discounts from top retail brands
- Discounted gym membership
- 24/7 Employee Assistance Programme and well-being portal

The successful candidate will:

- Have QTS and the National Award for SEN Co-ordination, or a willingness to complete it within 3 years of appointment.
- Contribute to leading the strategic direction and development of student support within the school
- Drive forward the continuing quality of support within teaching and learning to ensure positive life chances for our students
- Contribute to the managing of staff
- Be part of the Senior Leadership Team
- Have a passion for supporting students with additional needs



Deadline: Noon on Monday 27th January 2025

Interviews taking place week commencing 3rd February 2025

How to apply:

Application packs can be downloaded from our website.

Application forms should be returned to kerry.gibson@ashingtonacademy.co.uk or by post to Kerry Gibson, Support Services Manager, Ashington Academy, Green Lane, Ashington, NE63 8DH. You can, if you wish, submit a covering letter to support your application; please do not submit a CV unless it is to complement your application form.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment. All posts will be subject to receipt of satisfactory enhanced DBS disclosure, medical and reference checks. All pre-employment checks are in line with "Keeping Children Safe in Education" and the Trust's Safeguarding Policy which is available on our website.



Job Description

Post title: Assistant Headteacher/SENDCO
Responsible to: Deputy Headteacher/Head of School
Responsible for: Supporting the individual needs of pupils with SEN or disabilities
Salary Band: Leadership (L11-L15)

Job Purpose:

- Determine the strategic development of the special educational needs (SEND) policy and provision in the school
- Be responsible for the day-to-day operation of the SEND policy and co-ordination of specific provision to support individual pupils with SEN or a disability
- Provide professional guidance to colleagues, working closely with staff, parents and other agencies
- The SENDCO will be expected to fulfil the responsibilities of a teacher, as set out in the STPCD

Duties and Responsibilities:

Strategic development of SEND policy and provision

- Have a strategic overview of provision for pupils with SEND or a disability across the school, monitoring and reviewing the quality of provision
- Contribute to school self-evaluation, particularly with respect to provision for pupils with SEND or a disability
- Ensure the SEND policy is put into practice and its objectives are reflected in the school improvement plan (SIP)
- Maintain up-to-date knowledge of national and local initiatives that may affect the school's policy and practice
- Evaluate whether funding is being used effectively, and suggest changes to make use of funding more effective
- Lead a large, successful team of professionals to support SEND pupils
- Contribute to the Trust's large, diverse and very successful senior leadership team
- Monitor and improve key outcomes for SEND pupils including but not limited to; Y11 outcomes, whole school attendance, post-16 and post-18 destinations
- Report to governors on SEND provision and the impact of this

Operation of the SEN policy and co-ordination of provision

- Maintain an accurate SEND register and provision map
- Provide guidance to colleagues on teaching pupils with SEND or a disability, and advise on the graduated approach to SEND support
- Advise on the use of the school's budget and other resources to meet pupils' needs effectively, including staff deployment
- Be aware of the provision in the local offer
- Work with early years providers, other schools, educational psychologists, health and social care professionals, and other external agencies
- Be a key point of contact for external agencies, especially the local authority (LA)
- Analyse assessment data for pupils with SEND or a disability

- Implement and lead intervention groups for pupils with SEND, and evaluate their effectiveness
- Ensure effective record keeping of interventions and their impact.
- Collaborate with other Assistant Headteachers (eg. Pastoral and Personal Development) to ensure appropriate provision in areas such as mental health support and personal development
- Develop and maintain key SEND spaces in school to support engagement in whole school curriculum, for example the Hub, the SEND support room and the inclusion centre
- Coordinate support for SEND students at key transition points in their journey through school eg. Into Year 7, into Y9 as well as post-16 and post-18
- Lead whole staff training on SEND needs, provision and how to support SEND students in the classroom. Also ensure that SEND department training needs are met

Support for pupils with SEN or a disability

- Identify pupil's SEND needs
- Co-ordinate provision that meets student needs, and monitor its effectiveness
- Secure relevant services for SEND students
- Ensure records are maintained and kept up to date
- Review education, health and care plans (EHCPs) and ILPs with parents or carers and the pupil
- Communicate regularly with parents or carers
- Ensure, if the pupil transfers to another school, all relevant information is conveyed, and support a smooth transition for the pupil
- Promote the pupil's inclusion in the school community and access to the curriculum, facilities and extra-curricular activities
- Work with the designated teacher for looked-after children, where a looked-after pupil has SEND or a disability
- Work with the Data & Exams Officer to ensure that all SEND students have appropriate examination access arrangements which are reviewed in a timely fashion and communicated to staff, students and parents

Leadership and management

- Work with the Head of School and governors to ensure the school meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements
- Prepare and review information the governing board is required to publish
- Contribute to the school improvement plan and whole-school policy
- Identify training needs for staff and how to meet these needs
- Lead INSET for staff
- Share procedural information, such as the school's SEND policy
- Promote an ethos and culture that supports the school's SEND policy and promotes good outcomes for pupils with SEN or a disability
- Lead and manage lead learning mentors (LLMs) and other staff working with pupils with SEN or a disability
- Lead staff appraisals and produce appraisal reports
- Review staff performance on an ongoing basis
- Work with the leadership team in the development and monitoring of the work of middle leaders and support with continuous professional development during the academic year, with regards to SEN students
- To support colleagues across the Trust as appropriate



- To be part of the Senior Leadership Team and contribute to the strategic development of the school. Including, but not limited to; attending SLT meetings, undertaking daily supervisory duties in school, line managing key departments in school, QA activities and attending after school events.

General

- To undertake a timetabled teaching commitment.
- To consistently set and adhere to high standards of professional conduct and expertise and model appropriate practice

Health and Safety:

It is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co-operating with the Trust and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly and defects, risks or potential hazards. Specifically:

- To report any incidents/accidents and near misses to your line manager
- To ensure own safety and safety of all others who may be affected by the Trust's business

Safeguarding

The Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its students, each student's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the Trust's policies and procedures, attend appropriate training, inform the Designated Person of any concerns, record any potential safeguarding incidents appropriately.

Please note, the duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.



Person Specification

Assistant Headteacher/SENDCO

	Essential	Desirable
Education/training	<ul style="list-style-type: none"> • Qualified Teacher Status • First Degree or equivalent in a relevant subject • National Award for SEND Co-ordination, or a willingness to complete it within 3 years of appointment 	<ul style="list-style-type: none"> • Any SEND CPD/Courses, for example <ul style="list-style-type: none"> - ASD Training - ADHD - Literacy/Numeracy CPD
Experience	<ul style="list-style-type: none"> • Recent and successful teaching experience in a relevant subject area at both KS3 and KS4 • Experience of working at a whole-school level Involvement in self-evaluation and development planning • Experience of conducting training/leading CPD • Proven track record of delivering excellent outcomes for students at all abilities. • Experience of working with SEND pupils 	<ul style="list-style-type: none"> • Experience of leading or managing developments and teams of people • Experience of working with external agencies
Aptitude and skills	<ul style="list-style-type: none"> • Sound knowledge of the SEND Code of Practice • Understanding of what makes 'quality first' teaching, and of effective intervention strategies • Ability to plan and evaluate interventions • Data analysis skills and the ability to use data to inform provision planning • Effective communication and interpersonal skills • Ability to build effective working relationships • Ability to influence and negotiate • Good record-keeping skills 	<ul style="list-style-type: none"> • Ability to initiate SEND / subject activities to enhance provision • Up-to-date knowledge of local, county and national initiatives
Personal qualities	<ul style="list-style-type: none"> • Commitment to getting the best outcomes for pupils and promoting the ethos and values of the school • Commitment to equal opportunities and securing good outcomes for pupils with SEN or a disability • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality • Experience of working with young people aged between 11-16 	<ul style="list-style-type: none"> • Able to lead or support with extra-curricular activities in school.



References:

References will be requested prior to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

DBS:

North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

Pre-occupational health:

Pre-occupational health checks are an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

Equal opportunities:

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applicants with disabilities will be granted an interview if the essential job criteria are met.