

# **Assistant Principal and SENCO: Student Inclusion**

# Introduction

## Welcome from Jane Fletcher, CEO and Rupert Nichols, Chair of the Aldridge Education Board of Trustees

Aldridge Education is a norms-led organisation committed to providing an equitable and high-quality education for all. Sponsored by Sir Rod Aldridge, we have a strong desire to be entrepreneurial in approach and to provide our students with all they need to leave compulsory education with genuine choices available to them about their futures.

The trustees of Aldridge Education are both proud of the work being done across the Trust and keen to continue that work as we continue to pursue our mission, build towards excellence and broaden our scope.

Together, we are looking for an individual with integrity, high standards and a bias for action to join part of our team. Who you are and your approach to your work is as important to us as what you know – we're genuinely in the work together at Aldridge Education and so we're looking for someone who wants to be a part of the team.



### Jane Fletcher

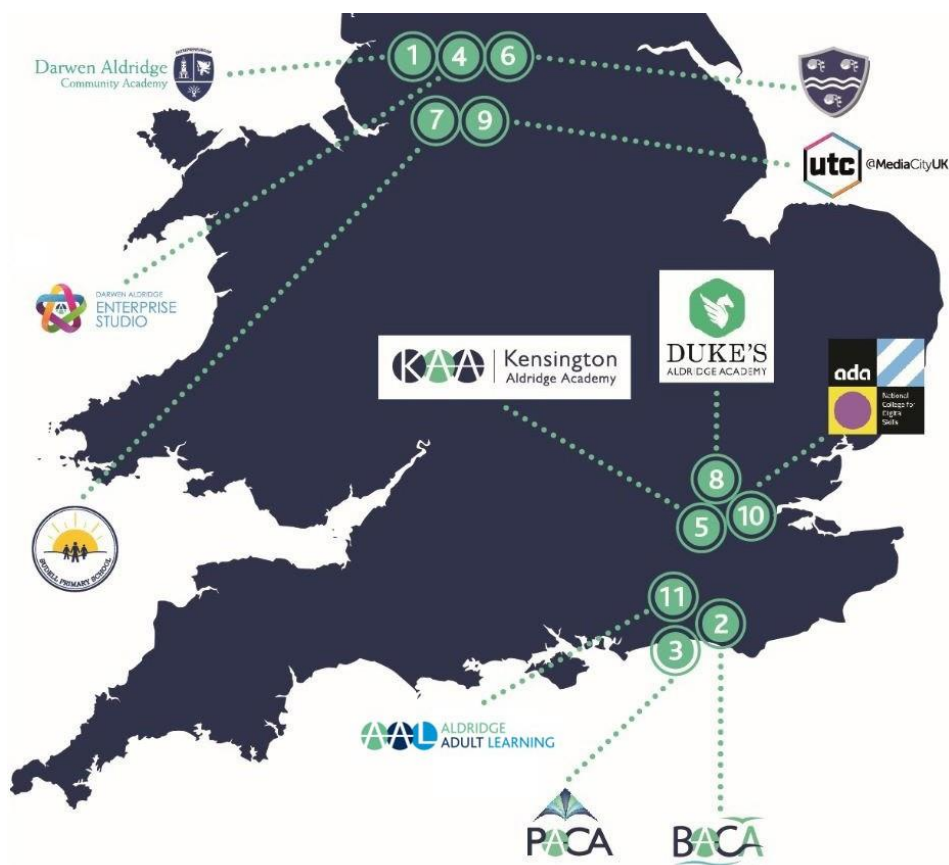
Aldridge Education, CEO

### Rupert Nichols

Chair of Aldridge Education

## Aldridge Education

Aldridge Education is a semi-national multi-academy trust with schools located in West Sussex, London, Salford and Lancashire. We also have family links with Ada, the National College for Digital Skills and we are the lead sponsor for Kensington Aldridge Academy, secondary school of the year in 2018.



# Our mission

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**Our mission is to bring true equity to education through academic rigour and whole-learner development; supporting aspiration for all and leaving no one behind.**

Everyone working for Aldridge Education is asked to commit to these norms and to being open to improving our practice as we see ways to better embody both our norms and our mission.

## We are Aldridge Education

We all own the name, the right to speak, the reward and the responsibility. We believe the best of each other, speak positively and act with thought and purpose in order to find solutions and to do good work.

### The standard is excellence

Excellence is our bar - it's what we aim for together, nothing less - so we support each other to get better faster.

### We champion equality

Inclusion and equality are central to our mission. We aim to leave no-one behind and we are fiercely anti-discrimination.

### We are in the work together

We each stand by our missions and we act with transparency and clarity. Because we share accountability, we both give and receive feedback. We celebrate honest support that makes us collectively better.

### We behave with integrity

Professionalism, honesty and humanity underpin every word and action. Truth and kindness work hand in hand.

### We lead by example

We own our responsibility to live our norms. We expect to be role models to those around us in matters both small and large.

### We use time well

Time is precious so we work smart. We select actions and tools that provide the most benefit from time invested. We avoid creating unnecessary work for others.

# Our ethos and values

## Aldridge Advantage

There are two key themes to our work and five strands of activity.

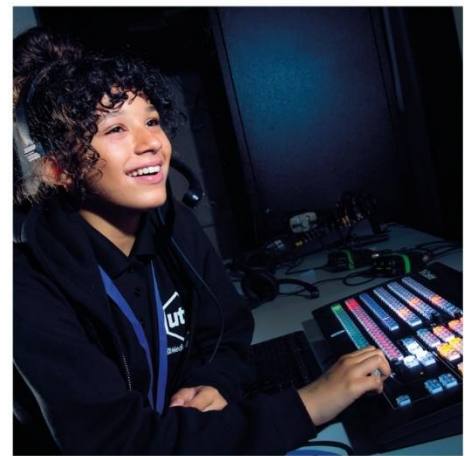
Our themes are:

1. **No-one left behind**
2. **Bringing learning to life**

These sum up the intentions of our work and the things for which we want to be known.

The five strands of activity in our current strategic plan, which runs through to 2026 are:

1. **Organisational culture**
2. **Excellent learning for all**
3. **Whole-learner development**
4. **Valuing our people**
5. **Partnership-working**



# About Aldridge Education

## Aldridge Education Information

Aldridge Education is a charitable trust whose entrepreneurial community schools help young people to reach their potential. We seek to work with our Principals and teachers in rapidly improving the quality of education on offer at primary, secondary and sixth-form levels in order to transform the life-chances of our students.

Aldridge Education was established as a national multi-academy trust by the Aldridge Foundation in 2016, taking over responsibility from the Foundation for its family of non-selective academy schools and colleges, and acting as lead sponsor for a single academy trust within the Aldridge family of schools.

Sir Rod Aldridge launched the Aldridge Foundation in 2006 after retiring from Capita Plc, the business he set up and which became one of this country's most successful companies. The shared belief of both organisations is that we exist to seek equity for our communities, to bring learning to life through our entrepreneurial spirit and attributes, and that it is a combination of excellent academic provision and great personal development that helps our learners thrive. We seek to provide context and relevance to their learning, and to foster creativity, passion, determination, risk-taking, problem-solving and teamwork. These characteristics help our students achieve in their education and acquire further vital skills for adult life.

For more information, please view our website: [www.aldridgeeducation.org](http://www.aldridgeeducation.org)



# About Duke's

## Duke's Aldridge Academy Information

Duke's Aldridge Academy has been part of the Aldridge family of schools since 2017 when it chose to join Aldridge Education Trust. The school is at the heart of its community and situated right next door to Tottenham Hotspur Football Club and nearby to White Hart Lane station. As an inner-city London school, it experiences the ebb and flow of city life and no two days are the same. It serves a diverse community of many nations and makes good provision for those needing to learn English or using English as a second or third language.

Duke's is a vibrant, lively 11-16 co-educational school that serves its community well. It shares its extensive site with a local community special school, Vale School. Duke's has close links with the nearby London Academy of Excellence Tottenham, sponsored by Tottenham Hotspur Football Club - an academically selective co-educational 16-19 provision. It also has strong partnerships with Linklaters, a multinational law firm based in London.

The current senior leadership team have a fierce passion for equity and they work hard to ensure that every learner benefits from the school's full offer - through and beyond the taught curriculum. Standards have been consistently in line with national averages for some years now. Progress in Maths and Science is particularly strong. Middle leaders in the school are passionate about their subjects - including Music and performing arts.

Duke's is a strong and engaged member of Aldridge Education and works in good partnership with national team staff and the other schools around the Trust.



# Job description

**Role:**

**Assistant Principal and SENCO: Student Inclusion**

**Contract:**

**Permanent**

**Salary type:**

**L9 - L16**

Aldridge Education is a charitable trust of learning providers which includes primary, secondary, Studio Schools, UTCs and adult learning provision. We are a values-based, mission-driven organisation with a passion to reach those often deemed as the hardest to reach.

Partnership is at the heart of our work and, through teamwork and collective voice, we aim to achieve excellence in all that we do. School leaders and central staff partner together to deliver the highest standards in all areas of our work and in all of our schools. By doing this, our school leaders are free to focus on their most important work as leaders of learning and developers of people.



# Person Specification

The postholder will be a full member of the school's senior leadership team and hold the role of SENCO. As such this postholder will demonstrate the ability to operate at a school-wide and strategic level in addition to successfully leading the SEND work of the school. Preferably the postholder will already be a fully qualified SENCO but if not, they will rapidly engage with this training upon appointment. The postholder's remit will include the leadership and management of the school's full additional needs provision including all EAL and reading interventions, Bright Space and all therapeutic input, in addition to the SEND remit. The postholder will work closely with other leaders to ensure that provision for students with additional needs is of the highest standard and supports consistently strong outcomes for all groups supported by the additional needs team.

## Key responsibilities:

- Fulfil the responsibilities of a teacher, meeting the Teacher Standards and demonstrating excellent learning for students in timetabled lessons allocated.
- Hold strategic leadership of the full additional needs work of the school, ensuring that it identifies, provides for and meets the needs of all.
- Play a key role in building a culture of engagement, understanding where and why students are not engaged and what can be done to rapidly address this so that students are able to flourish and achieve.
- Fulfil the role of SENCO for the school, ensuring that all statutory responsibilities are conducted to a high standard.
- Take full responsibility for the curriculum and provision of all aspects of the additional needs department including Bright Space, EAL, whole-school reading and all SEND and therapeutic interventions.
- Ensure that quality assurance provides all the information required to keep the standard being provided across all aspects of the additional needs work to a consistently high level.
- Make strong use of all data and other information available to ensure that additional needs and SEND work is responsive, appropriate and comprehensive.
- Work with teachers, support staff, senior leaders, parents feeder schools and external agencies to identify students who have barriers to learning and plan appropriate support and intervention programmes for these students.
- Work closely with pastoral, safeguarding, attendance staff and others as appropriate to ensure that the widest needs of students receiving additional support are supported and met with strong teamworking supporting students to thrive.
- Work collaboratively with students, parents/carers, the staff team and external agencies to promote learning and progress, helping students overcome barriers to learning and flourishing.
- Ensure tracking of all students receiving additional needs support (including SEND) and devise appropriate intervention strategies as required to ensure that no-one is left behind.
- Ensure that access arrangements are fully met and in place for all students receiving additional support. Work with the Exams Officer to meet the needs of all students relating to exams.
- Provide training, coaching and other input to support the staff team as they seek to meet the needs of all, leaving no-one behind.
- Promote a safe and inclusive school environment which meets the needs of all.
- Ensure that all documentation, website requirements and reporting requirements for SEND and other additional needs is completed to a high standard, in a timely manner and shared appropriately.
- Work with the Principal to ensure that the right provision is costed and prioritised in line with needs and with wider whole-school factors.
- Support strong community links (including parents) that build connections and help vulnerable learners to value education and find support networks to help them to succeed.
- Through robust community engagement, support EAL families in easy access to school admissions and support so that no families are left behind or unable to engage easily with the school and feel a sense of belonging to the school community.
- Ensure strong financial and resource management, ensuring effective partnership with those responsible for finance, transparency over funding streams including EHCP income, deploying this efficiently and effectively, and ensuring that budget targets are met.
- Ensure a robust line management and support structure across the additional needs team.
- Act as line manager to the appropriate staff and ensure that the whole team receive good support and training to enable them to fulfil their roles to a high standard and with strong impact.
- Uphold and promote school and Trust policy and practice at all times.



# Person Specification

Requirements	Essential	Desirable
EDUCATION		
First degree	X	
Qualified Teacher Status	X	
National Award for SENCOs or equivalent (NPQ)		X
KNOWLEDGE, EXPERIENCE AND SKILLS		
Experience of Special Education Needs within secondary education	X	
Experience identifying, monitoring and providing effective support for students with SEN	X	
Understanding of the 11-16 educational contexts, national priorities and standards	X	
Good working knowledge of relevant legislation, particularly the SEN Code of Practice	X	
Excellent communication, organisation and interpersonal skills with the ability to make points clearly, to listen, understand and respond in a variety of situations	X	
Ability to train staff in aspects of SEN and wider additional needs	X	
Proficient in IT – including the use of management information systems, and data analysis	X	
The ability to work with a range of students at all levels	X	
Experience of working with a range of stakeholders, both within and outside of the schools		X
Experience of successful team leadership and line management	X	
Experience of successfully working with vulnerable students with a range of additional needs	X	
A strong understanding – through experience - of safeguarding and building a positive and safe culture for all	X	

# Person specifications

Experience of upholding high standards and strong culture alongside inclusive practice that engages the most vulnerable	X	
Experience of devising a curriculum provision map for additional provision and ensuring that curriculum content meets the needs of all		X
<b>PERSONAL QUALITIES</b>		
Genuine passion and a belief in the potential of every student	X	
Commitment to Aldridge Education's mission of providing an excellent education to every student	X	
High level of self-awareness and self-management in challenging situations	X	
Resilient, motivated and committed to achieving excellence	X	
Commitment to regular and on-going professional development, including the qualification for SENCOs if not already achieved	X	
Lead by example to all staff and students	X	

## Aldridge Education is committed to:

- Growing leaders from within
- Exemplary safer recruitment practice
- Equity in recruitment which goes above and beyond to ensure that all are included and have an equal chance to prove themselves ready for a post being advertised
- Ensuring our learners of all backgrounds see themselves in leadership roles in our Trust and know they belong in any and all offices.

## Safeguarding Statement:

**Aldridge Education is committed to working together to safeguard and provide help and support to meet the needs of children as soon as problems emerge. We expect all employees and volunteers to share this commitment.**

A copy of Aldridge Education's Child Protection policy is available on our website at [www.aldridgeeducation.org](http://www.aldridgeeducation.org)

Following successful application, Aldridge Education will carry out the necessary prohibition checks for all teaching staff, as well as for all candidates undertaking regulated activity.

If you are shortlisted for the position you are applying for, you will be required to complete a Declaration giving details of any relevant criminal offences and other relevant information relating to our safeguarding duty. Further information will be provided on that form.

Given the nature of the Trust's activities and the regulatory framework it is subject to, any offer of employment will be made conditional upon a satisfactory enhanced DBS check and barred list check carried out by the Trust (where applicable to the

# Application process

role in question). It is an express condition if you are appointed to the role that you join the DBS update service.

If you are shortlisted for the position you are applying for, Aldridge Education will undertake online searches (including social media) in accordance with KCSIE 2024.

This role is considered exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. Which means standard and enhanced DBS checks will now always show all unspent records, including youth conditional cautions, meaning some previously unrecorded details will now be disclosed.

Further information about filtering offences can be found in the DBS filtering guide. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

More information on The Disclosure & Barring Service can be found at [www.gov.uk/disclosure-barring-service-check](http://www.gov.uk/disclosure-barring-service-check).

## Equal Opportunities

To know and adhere to Aldridge Education equal opportunities policy and equalities legislation and implement in relation to job responsibilities in employment and service delivery.

A copy of Aldridge Education's Equality and Diversity policy is available on our website at [www.aldridgeeducation.org](http://www.aldridgeeducation.org) – This can be found in the About us section of our website. [Aldridge\\_Education\\_Equality\\_and\\_Diversity\\_Policy.pdf](#) ([aldridgeeducation.org](http://aldridgeeducation.org))

## Completing the application

Click on the following link to make an application via EveryHR: [Every Candidate Portal - View Job Details](#)

Candidates will need to create an account and are asked to complete all the standard information required on the application form. Please also address the mission alignment and capacity to meet the requirements of the Essential and Desirable criteria of the Person Specification and Job Description. CVs are not accepted as part of the application process.

We may interview candidates ahead of the closing date so early application is advised. The Academy reserves the right to interview and appoint prior to the advertised closing date. The advert may be closed at any time.

### Disclaimer:

Any unsolicited CV's sent to any member of our HR team on a speculative basis will not be recognised nor will we accept liability for any fee or commission should we subsequently employ a candidate who applied to us directly or was introduced by an instructed agency that may also have been submitted speculatively by an uninstructed agency.

\* Please note we only accept applications submitted via our website

