



THE GROVE ACADEMY

Candidate Information Pack

Role: SENCo

Required for: September 2024





Contents

Welcome

Role overview and Trust Schools

Application Procedure

Job Description and Person Specification

Benefits of working for Aspire Academies Trust

Aspire values



Chief Executive Officer's Welcome

A very warm welcome to Aspire Academies Trust. I am delighted that you are interested in joining one of our family of schools.

Our Multi Academy Trust (MAT) comprises of six primary schools, and a Training Centre, currently supporting approximately 2500 students and 350 staff. In the next three years, we intend to extend the current numbers further and welcome more schools into the Trust.

The advantage of working within a MAT is that there are many natural opportunities for collaboration on every level. It is easy to become insular in a stand-alone own school or to only see things from one school's perspective. Being part of a MAT enables deeper, more meaningful links to be established, leading to more efficient ways of working and sharing of resources, ideas and best practice. It is our experience that this helps the whole school community to benefit.

I wish you the very best of luck in your application. You won't find me, or the Aspire Central Team, hiding behind closed doors. We welcome a chat and take a proactive role with our Academies and their Local Advisory Bodies. We like to get to know people personally and thrive on working as part of a team so I look forward to meeting you soon.

Kind regards,

Vicky Parsey
CEO

Principal's Welcome

On behalf of the children, staff and governors of The Grove Academy, I would like to extend a warm welcome you and thank you for your interest in working at our School.

The Grove Academy is a three-form entry Primary school, with a Nursery. As part of Aspire Academies Trust, we aim to provide an exciting, broad and engaging curriculum, encouraging our children to become confident and resilient life-long learners. We offer a safe, nurturing and creative environment that supports, inspires and motivates our children through a breadth of learning opportunities

We are committed to providing high quality education and experiences for each and every one of our pupils. As we move forward into the next academic year, we aim to empower and excite our pupils as we all navigate a post-pandemic curriculum and life in school together.

If you are still keen to apply, please read on and I look forward to receiving your application. This pack should provide you with all the information you need as you start your career with us, but if there is anything else you would like to know about The Grove Academy, please do get in touch.

Best Wishes

Sarah Hennigan
Principal



Role Overview and the Trust Schools

The Grove is a vibrant school with a strong ethos and a highly committed staff team. We have high aspirations for our pupils and enjoy providing exciting and stimulating learning opportunities for them. We are developing our plans and provision for the future with even greater ambition.

This is a unique opportunity for an enthusiastic, highly motivated SENCo who can work with us to make a significant contribution towards taking The Grove Academy to the next stage of its development.

Our Schools

| Name | Location | Brief outline of the school | Facilities |
|---------------------------|-------------------|---|--|
| Bedmond Academy | Abbotts Langley | A small one form entry primary school, based in the warm, vibrant village of Bedmond which sits on the edge of Hemel Hempstead and Watford. Joined the Trust in 2017. | A purpose built school situated in large grounds consisting of fields and woods. A recently built hub which is used for meetings and breakfast and after school club. There is an ongoing improvement plan for the site. |
| Bovingdon Primary Academy | Bovingdon village | A two form entry school set in the heart of the village. This is a popular, oversubscribed village school with an outstanding Ofsted grading. One of the first 3 schools to form the Trust. | Consists of the original school building and later purpose built additional buildings. |
| Broadfield Academy | Hemel Hempstead | A two form entry school which was originally an infant and junior school and later converted to a Primary. Joined the Trust in 2018. | Purpose built school with extensive playing fields. The buildings have been well maintained. There is a family centre on the site. |
| The Grove Academy | Watford | A large three form entry school in Garston with an 80 place nursery. One of 3 schools to form the Trust in 2014. | This is a large site with extensive outdoor space. The buildings are over 2 floors. |
| Hammond Academy | Hemel Hempstead | A two form entry school which currently has 1 bulge year. One of the original 3 schools which formed the Trust. | A large site with spacious learning environments. There are 3 separate outside areas and playgrounds for different year groups and an outside canopy. |
| Knutsford Primary Academy | Watford | A friendly, oversubscribed two form entry primary school. Joined the Trust in 2018. | The original school was built in 1939 and destroyed by fire in 1999. It took 3 years to re-build and now boasts a lovely purpose built building with a recently installed all-weather pitch. |



Application Procedure

For a confidential discussion regarding this vacancy, please contact:
Chris Kelly – chris.kelly@thegroveacademy.org.uk

For visits to the school, please contact:
Chris Kelly

Please complete your application on My New Term using the link below:
<https://mynewterm.com/jobs/138507/EDV-2024-GA-56770>

We are only accepting applications through My New Term. In compliance with Safer Recruitment Guidelines CV's will not be accepted.

Closing date: 10th May 2024

Interview date: To be confirmed

Shortlisted candidates will be contacted with details of the interview process.

Safer Recruitment

Aspire Academies Trust is committed to safeguarding and promoting the welfare of children and expects all staff and visitors to share this commitment. Appointment to this post is subject to an enhanced Disclosure and Barring Service check (DBS) as well as other pre-appointment checks outlined in Keeping Children Safe in Education (September 2021).

Equal Opportunities

At Aspire Academies Trust we believe that all individuals are of equal value and we are committed to equal opportunities for all. All people who work and study in the school have the right to be respected and valued within a safe and secure environment and not to be discriminated against on the grounds of age, class, sex, race, disability, sexual orientation and religion or belief. To help us meet our high standards and aspirations of a fully diverse and inclusive workplace, we strongly encourage suitably qualified applicants from all backgrounds to apply for this vacancy.

Privacy Notice

Please click here to access Aspire Academies Trust Privacy Notice for staff: [GDPR Policies - Aspire Academies Trust](#)

Role Description

KEY RESPONSIBILITIES

1.1 Strategic development of SEN policy and provision

- Have a strategic overview of provision for pupils with SEN or a disability across the Trust, monitoring and reviewing the quality of provision

- Contribute to school self-evaluation, particularly with respect to provision for pupils with SEN or a disability
- Ensure the SEN policy is put into practice, and that the objectives of this policy are reflected in the school improvement plan
- Maintain an up-to-date knowledge of national and local initiatives which may affect the school's policy and practice
- Evaluate whether funding is being used effectively, and propose changes to make use of funding more effective

1.2 **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 SEN or a disability, and advise on the graduated approach to SEN 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
- Analyse assessment data for pupils with SEN or a disability
- Implement and lead intervention groups for pupils with SEN, and evaluate their effectiveness

1.3 **Support for pupils with SEN or a disability**

- Identify a pupil's SEN
- Co-ordinate provision that meets the pupil's needs, and monitor its effectiveness
- Secure relevant services for the pupil
- Ensure records are maintained and kept up to date
- Review the education, health and care plan with parents or carers and the pupil
- Communicate regularly with parents or carers
- Ensure that if the pupil transfers to another school, all relevant information is conveyed to it, 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 SEN or a disability

1.4 **Leadership and management**

- Work with the Principals and governors to ensure the schools meets their 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 SEN policy



- Promote an ethos and culture that supports the school's SEN policy and promotes good outcomes for pupils with SEN or a disability

Benefits of Working for Aspire Academies Trust

There are many benefits to working for the Trust.

Cross Trust Working

- The advantage of working within a multi-academy trust (MAT) is that there are many natural opportunities for collaboration on every level. Being part of a MAT means we can forge deeper links, sharing of resources, ideas and best practice. It is our belief that when schools work together, share their ideas and draw on each other's strengths, they can achieve so much more.
- We regularly create ways of working in partnership across the Trust, for example shared INSET, working parties, forums for business, education, governance and more. We urge you to seek these opportunities out, take advantage of them as learning opportunities and use them as a stepping stone to further your development and career progression.

Development and Career Progression Opportunities

- As we grow and incorporate more academies, greater opportunities not just for collaboration, but for progression will open up. Our aim will always be to fill leadership vacancies from within the Trust wherever possible, to support our employees in their career progression. To support this aim, we have worked with West Hertfordshire Teaching Schools Partnership to create our 'career ladders'. These ladders show the routes available to employees who wish to progress, and the development opportunities available to support them in those goals. There are also opportunities to move within our Academies to grow and develop within the Trust or apply for secondments to gain valuable experience in a different setting.

Leave

- There are many types of leave available to employees, from career breaks to study leave.

Pension Schemes

- You will be auto-enrolled into the relevant pension scheme although you have the option to opt out if you wish. For more information, visit: www.lgpsmember.org (support staff), [Teachers' Pensions \(teacherspensions.co.uk\)](http://Teachers' Pensions (teacherspensions.co.uk)) (teachers)

Childcare Vouchers

- Childcare Vouchers closed for new applicants on the 4th October 2018 and will be replaced with a new government scheme called Tax-Free Childcare which is not administered by your employer. For more information, visit <https://www.gov.uk/tax-free-childcare>

School Lunch

- We appreciate that schools are busy places therefore a free school meal, from our kitchen, is available for every member of staff. Our catering teams pride themselves on the quality and variety of food on offer to our pupils and staff.

Performance Management

- We want you to feel valued as an employee, to grow with us as a Trust and to achieve your potential, whatever your role or aspiration. As such, performance development is incredibly important to us as a Trust. We work hard to ensure effective performance development by using both formal and informal processes to support individuals and teams to achieve high levels of performance at the current time and to be able to do the same in the future.
- The key to great performance and continuing development, we find, is establishing a shared understanding about what skills, behaviours, standards or changes need to be made or gained in order to achieve the Trust and Academy goals.

Aspire Academies Trust Values

At Aspire we have strong values and expect our staff to work to these values and behaviours. We would expect future employees to share in our values and be committed to upholding them and holding others to account on working to our high expectations.

| Values | Behaviours and characteristics |
|-----------------------|---|
| Integrity | Honesty, trust, respect, fairness, equity, openness, autonomy |
| Aspirational | High expectations, positivity, passion, motivated, challenging, energy, craftsmanship |
| Collaboration | Stakeholder focus, sharing, communicating, partnerships, community, Trust-wide and beyond |
| Creativity | Research-rich, innovative, enterprising, horizon-gazing, curious |
| Relationships | Humility, respect, caring, empathy, professional behaviours, approachable, safety |
| Accountability | Responsibility, commitment, focus, standards, individual and shared, co-agency |



We look forward to receiving your application, good luck!



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