



Dear Candidate

Thank you for your interest in the role of SENCO at Brakenhale School. We are looking to appoint an enthusiastic, motivated and reflective colleague to join our wider team. Our school is driven by our three values: Aim High, Be Kind and Take Responsibility. These values permeate everything that we do and, as a result, they enable us to help fulfil our vision whereby we prepare our students for their individual successes and future careers. Each and every one of us has a role to play in ensuring that our students get the very best. We are unapologetic about this.

We are an 11 to 18 school situated on the southern side of Bracknell town centre. Our brand-new building opened in 2020. Our commitment to high standards and outstanding teaching has led us to become the school of choice for families in Bracknell Forest. We had over 400 applicants for 210 Year 7 places for September 2023. Being an integral part of our local community is something that we value.

At Brakenhale, we work to do simple things well, and deliberately often. We know that our roles can be demanding. We have worked to simplify elements to help us manage what we do: students line-up every morning so that our children start the day in a calm and orderly manner; we centralise detentions led by senior and middle leaders so that teachers are not expected to do these daily; we 'live mark' so that teachers do not take class sets of books home; we are mindful of the yearly calendar so that meetings are kept to a minimal, especially during busier times in the year.

With the above in mind, a vital element of any school and its continued development is the people who are part of it. Every single member of staff matters. They contribute, individually and within teams, to ensure we drive standards and outcomes. As a result, the enthusiastic, motivated and reflective individual joining us will be eager to be part of this culture. They will whole-hertedly believe in our vision of increasing the life chances for our students.

Brakenhale School joined the Greenshaw Learning Trust (GLT) in 2016. GLT has at its heart effective collaboration and the sharing of the very best practice, not only throughout the organisation, but across and with other like-minded educational organisations. With this support and collaboration, our school was graded 'Good' in the last Ofsted inspection (January 2019). Deservingly, some elements were deemed 'Outstanding' which we are proud of. In our next phase, we endeavour to be a truly exceptional school.

The Greenshaw Learning Trust website www.greenshawlearningtrust.co.u k provides a clear picture of our aspirations and our vision for schools within the Trust. Please do not hesitate to contact us to seek further information. I would also encourage you to visit our website www.brakenhale.co.uk to find out more.

Diversity and inclusion are very much at the heart of our school. We look forward to receiving applications from candidates whose personal qualities and values reflect those in the person specification and whose experiences also place them in a strong position to deliver the challenges set out in the job description. We encourage applications from candidates regardless of age, disability, gender identity, sexual orientation, pregnancy, marital status, religion, belief or race.

I enclose a recruitment pack and I look forward to receiving your application.

Yours faithfully **Bhavin Tailor Headteacher - Brakenhale School**



Greenshaw Learning Trust – 'Always Learning'

The GLT is a successful multi academy trust that provides high quality comprehensive, non-selective and inclusive education. The Trust is committed to meeting the needs of every student and our schools offer a broad curriculum and wide range of special needs provision in a welcoming and challenging environment.

We are extremely proud of our success, but we are not complacent. We believe that we can – as an academy trust, as schools and as individuals – always improve. We are all 'Always Learning'.

Each school in the GLT is led by its own leadership team and a governing body, which have the support of the wider Trust to help them achieve their objectives for their school. Being part of the Trust provides our schools with an effective structure, collaboration, and support. Our culture of Trust and openness fosters mutual support and continual improvement.

School-to-school collaboration is enabled by regular contact between school leaders. Our shared services professionals provide a wide range of effective, rapid and flexible support, advice and guidance to our schools, including curriculum support, school improvement, staff training and development, admissions, attendance, behaviour, safeguarding and SEND, pupil services, estates, finance, HR, IT, catering, clerking, procurement and governance.

From its establishment as a multi academy trust in 2014, the Trust has grown significantly and currently employs around 2,600 people and educates over 17,300 students. We have approval to open a new secondary special school in South London and we are planning to grow further over the coming months and years. Further information about our schools can be found <a href="https://example.com/here/beta/fig/here



The Greenshaw Learning Trust Mission Statement

We are ambitious for our schools and their students. We believe that there is no ceiling on what can be achieved by anyone, regardless of their circumstances or background.

We are committed to providing a supportive and inclusive learning environment, giving every young person the opportunity to fulfil their potential now, and in the future.

We seek to realise the power of individuals and organisations working together in collaboration whilst retaining their individuality, and we recognise that we can always improve.

Greenshaw Learning Trust Employee Benefits

The GLT recognises that our employees are our most important asset, and we are aware that the quality and commitment of our employees is critical to our success. We offer all our employees the following staff benefits:

- A supportive ethos and concern for the well-being of all colleagues
- Excellent CPD opportunities and career progression
- Employer Contributions to Local Government or Teachers Pension Scheme
- Cycle to work scheme
- Gym membership scheme
- Employee Assistance Programme
- Eye Care Voucher scheme
- Car Benefit Scheme
- My Health discounts
- We are ambitious for our schools and their students. We believe that there is no ceiling on what can be achieved by anyone, regardless of their circumstances or background.
- We are committed to providing a supportive and inclusive learning environment, giving every young person the opportunity to fulfil their potential now, and in the future.
- We seek to realise the power of individuals and organisations working together in collaboration whilst retaining their individuality, and we recognise that we can always improve.



Reporting to: Deputy Headteacher

Salary: Main Pay Scale / UPS (London Fringe) *plus* TLR1B / Leadership scale. Salary is dependent on experience.

Hours: Full-time

Brakenhale is an inclusive school and one which is forward thinking in its approach to SEN. There has been significant investment in providing training, resources and time to ensure that SEN learners can have good outcomes. We have a well-established team of hardworking, skilled and knowledgeable support staff who work collaboratively with staff, children and their families.

As a school we believe that it's important to provide children with high quality teaching and alongside a variety of effective interventions to support all four categories of need.

Many of our learners struggle with emotional regulation, so we have provided a range of interventions including canine therapy, art therapy and forest schools. We are the second school in the UK to have invested in the Cubbie which is a personalised regulatory system which has improved engagement in learning time. The department provides a range of literacy and numeracy interventions such as DI, IDL and paired reading which have all had a positive impact on outcomes.

Key Responsibilities and Duties

- To work with colleagues to set challenging targets for raising achievement among pupils with SEN.
- To ensure robust tracking systems are in place to collect and interpret specific pupil level assessment data allowing the school to identify value-added by its quality first teaching programme and intervention strategies.
- To develop understanding of learning needs and the importance of raising achievement among pupils
- To effectively write EHCP requests for those students who are identified as requiring high needs support and funding.
- To attend Annual Review meetings, parent evening consultations keeping parents informed about their child's progress
- To ensure that the support in place is necessary, evidence based, rooted in research and promotes independence
- To support the maintenance of an up to date SEN register of students identified as having special and additional educational needs
- To offer advice, guidance and support to staff with regards to understanding the needs of SEND students and how to work most effectively with SEN students
- To inform staff on best practice regarding how to deal best with
- To identify resources needed to meet the needs of pupils with SEN and advise the Headteacher of priorities for expenditure.
- To ensure that students with SEND get the support and concessions they are entitled to in public examinations
- To liaise with other schools and agencies to ensure effective communication and to promote the interests of individual students and encourage the sharing of good practice
- To liaise with outside agencies as appropriate
- To line manage the Teaching Assistants



- To ensure Access Arrangements are in accordance with JCQ guidance and ensuring these are in place for students that require it.
- Such other duties as may be compatible with the nature of the post, as reasonably requested by the Headteacher.

Teaching, Learning and Student Progress

- To undertake a designated programme of planning and teaching across all key stages (KS3, 4 and 5) and to teach consistently high-quality lessons
- To be a role model for students, inspiring them to be actively interested in your subject
- To ensure the effective/efficient deployment of classroom support
- To maintain discipline in accordance with the school procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and home learning
- To lead, monitor and evaluate the assessment and feedback to students in line with whole school and department policy
- To follow department monitoring and tracking systems relating to student's attainment, progress and achievement
- To mark, grade and give written/verbal and diagnostic feedback as required
- To undertake assessment of students as requested by external examination bodies, curriculum areas and school procedures
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required
- To update professional knowledge and expertise as appropriate to keep up to date with developments in teaching practice and methodology
- To liaise with the relevant pastoral leaders to ensure the implementation of the Student Support system
- To prioritise and manage time effectively, ensuring continued professional development in line with the role
- To follow the school policies and procedures.

Staff Development

- To continue personal development in the relevant areas, including subject knowledge and teaching methods
- To engage actively in the Performance Management process
- To participate in whole school professional learning programmes
- To take part in the staff development programme by participating in arrangements for further training and professional development.

Safeguarding

- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding Policy within the school
- Comply with the school's Safeguarding Policy in order to ensure the welfare of children and young persons.
- Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

This job description is not exhaustive and serves only to highlight the main requirements of the post holder. The line manager may stipulate other reasonable requirements. The job description will be reviewed regularly and may be subject to change.

Person Specification



The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples within their application.

Qualifications	Essential	Desirable
Qualified teacher status	Х	
Relevant Degree	Х	
Evidence of / Commitment to continuing professional development	Х	
Post graduate qualification		X
Evidence of wider professional development		Х
Experience of leading a large team		X
Experience and Knowledge	Essential	Desirable
An outstanding classroom practitioner	Х	
Able to identify strengths and weaknesses in students and act appropriately	Х	
Management and experience of curriculum planning and innovation		Х
Good IT skills		Х
An understanding of the role of the local authority in SEND	Х	
Successful experience in position of responsibility or evidence of the potential to fulfil such a role		Х
Experience of implementing systems and processes to aid teaching, learning and student development		Х
Higher qualification in education and/or management		X
Personal and Professional Qualities and Attributes	Essential	Desirable
Excellent interpersonal and teamwork skills	Х	
Enthusiasm for the role and subject	Х	
Understanding of own strengths and areas for development	Х	
Ability to motivate large numbers of students and staff	Х	
Able to lead and manage a team through change	Х	



Readiness to identify and respond to new challenges	Х	
Excellent communicator – sensitive, compassionate and effective	Х	
Able to establish good working relationships with a wide range of people - students, colleagues and parents	Х	
Knowledge of strategies to inspire and improve outcomes for students	Х	
Outstanding organisational skills to ensure efficient and effective implementation of the role	Х	
Knowledge of strategies to recognise and reward efforts and achievements and the ability to encourage students to become self-reliant and independent learners	Х	
A willingness to become involved in all aspects of school life	Х	
Ability to maintain confidentiality at all times	Х	
Be personable and set a good example to colleagues and pupils	Х	



The Recruitment Process

If you have any specific questions or want to visit our school, please contact our Headteacher at headteacher@brakenhale.co.uk. We encourage candidates to come and see us! For other queries, please contact our HR Team at hr@brakenhale.co.uk.

1. Application

To apply for a staff vacancy, please register for an online account to complete the application form. The recruitment process is managed via your online account. The completed online application form should be accompanied by a personal statement of suitability of no more than two sides of A4. In the application form and personal statement, you should demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples which support your application.

Applications must be received no later than **9am on Friday 2nd June 2023.** However, we may close the advert early if a suitable person is found.

2. Shortlisting

Shortlisted candidates will then be invited by email and or telephone to attend for an interview, soon after. Please make sure you have given day and evening telephone numbers on which you can be reached.

3. Interview

Interviews will be held in the following week.

4. Notification of outcome

Candidates will be notified of the outcome as soon as possible following the interview process. Please ensure you have given day and evening telephone numbers on which you can be reached.

5. Feedback

Unsuccessful shortlisted candidates will have the opportunity for feedback during the week following the interviews.

6. Take up post

The successful candidate will take up the post on 1st September 2023, or earlier if possible / negotiated.