



SENDAT VIRTUAL RECRUITMENT AND CAREERS WEEK INFORMATION BOOKLET

WELCOME AND INTRODUCTION

Welcome to our third recruitment and careers week which offers opportunities to hear from our current teaching and support staff and find out more about what it's like to work at our special schools and provisions.

We are delighted to be hosting this event virtually so that everyone can hear from the CEO, access pre-recorded videos from current teaching and support staff and submit any questions that may arise during the week.

To make this event as successful as possible, we kindly ask those interested in attending the live sessions at the beginning and end of the week to book their free tickets via the website.

We consider this virtual event to be an important opportunity to reach out to those interested in working in a special school or provision especially as we have several exciting projects on the horizon for which we will be looking to appoint staff. We will also be looking to expand the current team at the new Duke of Lancaster as its student capacity increases.

We have several job vacancies listed on our website, but we are always keen to grow our talent pool so if there is a particular role you are interested in which is not currently advertised, we encourage you to register your interest to the talent pool so we can contact you when appropriate vacancies arise.

SCHEDULE FOR THE WEEK

Our virtual recruitment and careers week offers a combination of live and pre-recorded videos to help offer an insight into what it's like to work at our special schools and provisions.

If you have any issues accessing the website content, please email hr@sendat.academy

Monday 21 February 2022:

- 10.30-11.00: CEO will deliver a live session to introduce Special Educational Needs and Disabilities Academies Trust (SENDAT) and its schools and provisions.

Tuesday 22 February 2022:

- Videos from current support staff will be posted on the website including those from Special Teaching Assistants (STAs), Residential Activities and Child Care Officers (RACCO), Family Support Worker (FSW), Admissions and Review Officer (ARO) and a Community Employer and Engagement Officer (CEEEO).

Wednesday 23 February 2022:

- Videos from current teaching staff, administrative and premises and site staff will be posted on the website.

Thursday 24 February 2022:

- Videos about leadership at SENDAT, recent projects (Duke of Lancaster, Mulberry and Peile) and upcoming opportunities will be posted on the website.

Friday 25 February 2022:

- 10.00-11.00: CEO will deliver a live session to close the virtual event and address any questions submitted during the week.

ABOUT SENDAT

SENDAT is a multi-academy trust dedicated to special education and specialist provision in the eastern region. Our current family of schools includes Priory School in Bury St Edmunds, Stone Lodge Academy in Ipswich, Chalk Hill in Sudbury and Duke of Lancaster in Fakenham.

Our schools across the region support a range of needs for individuals aged between 5 and 18. Our expertise lies in Autistic Spectrum Disorder (ASD), Moderate Learning Difficulties (MLD), Social Emotional and Mental Health (SEMH), and Communication and Interaction needs (C&I).

Our vision is driven by the belief that all children and young people should have the same right to an excellent education, regardless of whether they have additional needs of any kind. We are committed to providing this in our range of provision and have a symbiotic relationship with all parties to ensure that a continuum of specialist provision can be focused to best meet the needs for students with Special Educational Needs and Disabilities (SEND).

Our vision and purpose are to:

- Offer a continuum of specialist and alternative provision for children and young people which is focused on achieving the best possible student outcomes whilst fully supporting students and their families.
- Work with our partners in education and all other key stakeholders to remove barriers that may exist between different types of specialist provision.
- Develop well-rounded individuals who can go forward into their adult lives prepared for the work environment and capable of being independent and productive citizens.

Trauma-Informed Practices:

Our schools and provisions embed Trauma-Informed practices, approaches and strategies which help support children and young people who suffer with trauma or mental health problems and whose troubled behaviour, as a result of their experience, acts as a barrier to their learning.

We have embedded the Trauma-Informed approach across our trust to enable all our staff including caretakers, catering and administration staff, playleaders, teachers and teaching assistants, to respond to the needs of each and every one of our students.

Our Trauma-Informed-Schools Umbrella encapsulates the approaches, strategies and resources used across our schools and provisions and includes elements such as TEACCH, SCERTS and Motional.

Our staff use *Motional* to support the assessment of each student's TIS needs, and our schools use a wide range of therapies to support those who may be experiencing barriers to learning.



SENDAT 20

We are committed to offering every student at our schools or provisions our enrichment offer which consists of 20 different activities. We expect that students who stay at our schools provisions for at least 3 years will be offered all the experiences but we recognise that some students may not wish to take up the offer. Our offer of core experiences demonstrates our commitment to making bespoke learning pathways with excellent teaching and learning and out of school enrichment that develops leadership skills in a way that values the contributions of all.



1. Work Experience



2. Spend time getting to know an older person



3. Volunteer / Fundraiser for a charity



4. Join a club for a hobby



5. Set yourself a personal physical challenge



6. Learn First Aid



7. Manage your money



8. Learn to cook



9. Stay away from home for a night and cook a meal outdoors



10. Spend time in nature



11. Carry out a random act of kindness



12. Express yourself - Play a musical instrument - Sing - Dance - Drama - Art



13. Speak in assembly, or in front of the class



14. Ride a Bike



15. Learn to swim
Learning to Swim and having Water confidence is a life skill. We have opportunities to learn to swim.



16. Go afloat in a boat or canoe



17. Take a bus or a train ride



18. Fly a kite



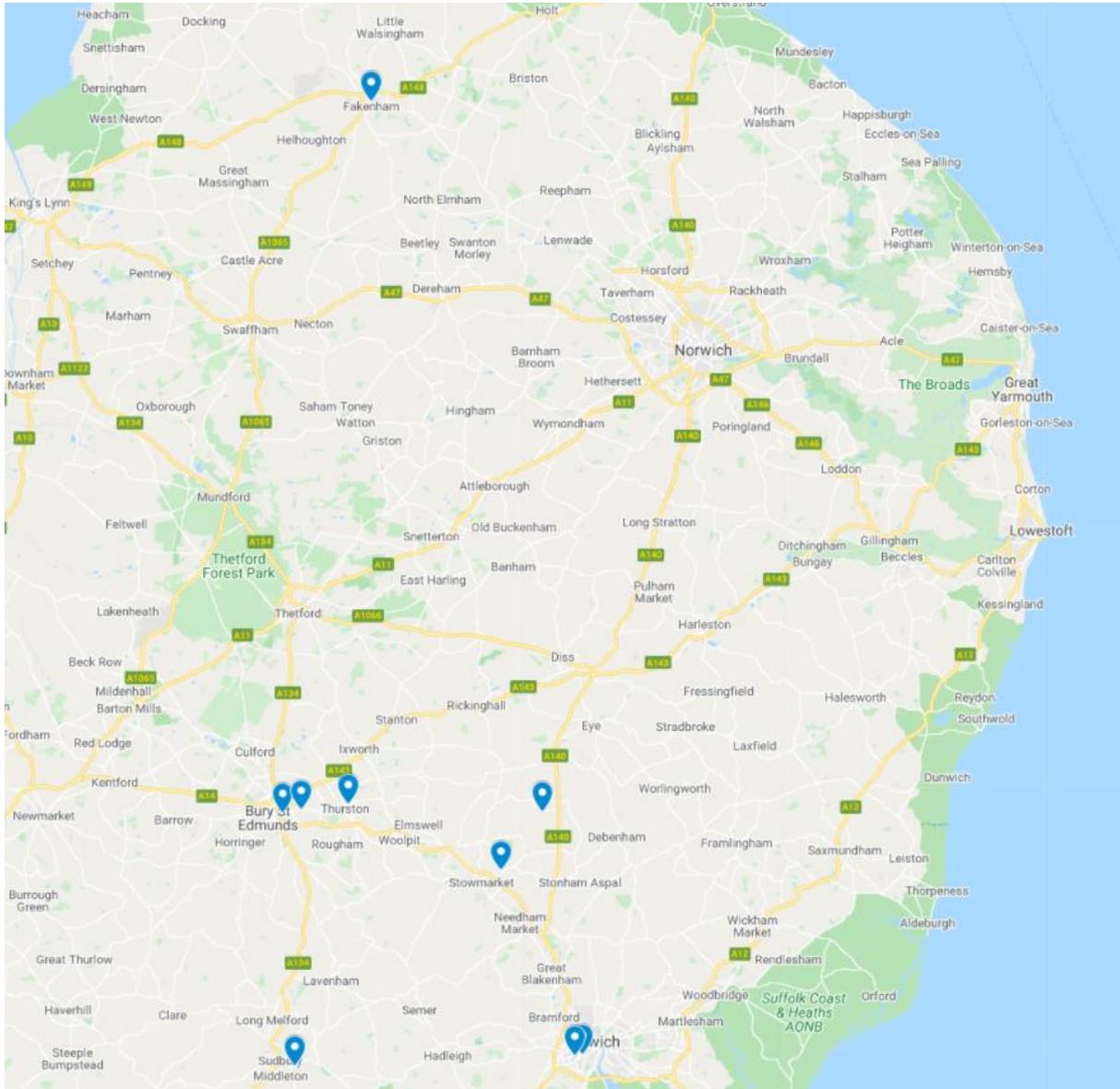
19. Climb a hill



20. Compete at a sports event

OUR CURRENT PROVISIONS

We provide a service to our local and regional communities which has a coherent approach to special and alternative education across the eastern region. We currently work across Suffolk and Norfolk in partnership with Suffolk County Council and Norfolk County Council.





PRIORY SCHOOL, MOUNT ROAD AND ANGEL HILL COLLEGE – BURY ST EDMUNDS

Priory School is a special school for students, aged between 5 and 18, with Moderate Learning Difficulties (MLD). Priory School supports diversity and a range of needs with specialist teaching and staff who care about the young people they work with and who are dedicated to helping them reach their full potential. Priory School has a residential provision which aims to provide early intervention to effectively support young people and their families. Priory School is located on Mount Road in Bury St Edmunds.

Mount Road is a specialist provision for young people with an Education, Health Care Plan (EHCP) who have autism and challenging behaviour and who, with intensive support, will be likely to return to mainstream schools. Students tend to start at Mount Road in Year 5 or 6 and leave in Year 8 or 9. Mount Road is located on the site of Prior School.

Angel Hill College is a pathway within Priory School Sixth Form and is for students aged between 16 and 18 who have Autistic Spectrum Disorder (ASD). Angel Hill College is located on Angel Hill in Bury St Edmunds and is a short walk from Priory School.

Aspire is the latest addition to Priory school. Aspire classroom are based just 10 minutes from Priory School, in Thurston. Aspire offers space for 6 secondary age students who find the priory site too big. These students usually have co-occurring MLD and SEMH.



STONE LODGE ACADEMY - IPSWICH

Stone Lodge Academy is a special school for students, aged between 5 and 16, with Moderate Learning Difficulties (MLD). Stone Lodge Academy supports diversity with a range of needs with specialist teaching and staff who care about the young people they work with and who are dedicated to helping them reach their full potential.



CHALK HILL - SUDBURY

Chalk Hill, formerly Hampden House, is for boys, aged between 8 and 14, who have been excluded or are at risk of permanent exclusion from mainstream school. We believe that with the right support for

their Social, Emotional and Mental Health (SEMG) needs, students can manage their behaviour, engage positively with learning and prepare for life as successful learners, employees and citizens. Chalk Hill has a residential provision which aims to provide early intervention to effectively support young people and their families.



DUKE OF LANCASTER- FAKENHAM

Duke of Lancaster is a new free special school in Fakenham which in January 2022 as part of Norfolk Country Council's £120 million programme to transform special education in the county. Duke of Lancaster is for children and young people, aged between 5 and 16, with Autism and complex Communication and Interaction (C&I) needs and welcomed the first 48 students at the beginning of the year and will increase its intake capacity to 100 students by September 2023. Duke of Lancaster will support diversity and a range of needs with specialist teaching and staff dedicated to helping them reach their full potential.



MULBERRY- MENDLESHAM AND STOWUPLAND

Mulberry is a new specialist unit provision provided in partnership with John Milton Academy Trust and Suffolk County Council. Mulberry includes a Key Stage 2 classes at Mendlesham Primary School and Key Stages 3-4 classes at Stowupland High School. Students at Mulberry will benefit from being able to access mainstream classes at the host school and specialist SEND classes in the unit provision in order to meet their personal educational development needs. Though the students are on the role of the mainstream school, the staff are employed and managed by SENDAT.



PEILE - IPSWICH

Peile is a new specialist unit provision provided in partnership with Active Learning Trust and Suffolk County Council. Peile consists Key Stage 3-4 Classes at Chantry Academy for students with Cognition and Learning Difficulties and Moderate Learning Difficulties (MLD). Peile is based temporarily at Murrayside Community Centre until the new build at Chantry Academy is completed. Students at Peile will benefit from being able to access mainstream classes at the host school and specialist SEND classes

in the unit provision in order to meet their personal educational development needs. Though the students are on the role of the mainstream school, the staff are employed and managed by SENDAT.

Everitt Academy

Everitt is the latest school to join SENDAT. Everitt will join SENDAT on 1st April. It will probably at that point have a new name. Everitt has 52 places for secondary aged students with SEMH needs. Everitt is based in Lowestoft.

WORKING AT SENDAT

We believe staff are our most important asset because without their skills and knowledge, our students may struggle to enjoy school, feel safe and healthy or have opportunities to contribute to the wider community or achieve economic wellbeing.

We also believe that all colleagues should have equal opportunities to continually develop their skills in order to meet the diverse and changing needs of students. We believe all colleagues should be proactive in identifying and meeting their professional development needs.

SENDAT aims to:

- Establish a learning community in which staff and students continually seek to improve their knowledge, skills and understanding.
- Ensure all staff are entitled to effective, sustained and relevant professional development.
- Provide a wide range of opportunities for staff to develop their professional skills.

BENEFITS OF WORKING AT SENDAT

Induction and Probation Period:

Our directors and leadership team believe that effective induction is one of the best ways to welcome and integrate new members of staff into the organisation so that they settle in and are able to work effectively and efficiently. All new external appointments to the trust are subject to a probationary period of normally 26 working weeks during which new staff will be supported through a structure induction programme.

Health Protection:

All staff are enrolled onto a Healthcare Cash Plan with Simplyhealth which allows you to claim money back on the cost of everyday healthcare such as dental services, diagnostics, optical tests, physiotherapy, osteopathy, chiropractic treatment, health assessments, prescriptions, professional services and counselling sessions all up to an agreed annual limit. Simplyhealth also offers a free and confidential advice and counselling helpline over the phone.

Simplyhealth: www.simplyhealth.co.uk

Occupational Health:

Our Occupational Health service helps keeps employees healthy and safe whilst in work and manages any risks in the workplace that are likely to give rise to work-related ill health.

Pension Scheme:

All contracted members of staff will be automatically enrolled into a career-average pension scheme with either the Teachers Pension Scheme or the Local Government Pension Scheme depending on whichever is appropriate. You do not pay tax or National Insurance on your contributions and we add a generous employer contribution which varies depending on your salary.

Once you start teaching, you're contractually enrolled into the Teachers' Pension Scheme and your temporary Teachers' Pension number will become permanent. The Teacher's Pension Scheme will stay with you throughout your teaching career as long as you are in eligible employment and has a number of benefits including but not limited to: providing an income during retirement of which you can take part of it as a tax-free lump sum when you retire, allowing you to check what benefits you are building up at any time using your online benefit statement and being a defined benefit scheme based on your annual pensionable earnings which is valued each year means you can see what you have built up and can calculate how much pension you'll receive at your chosen retirement date.

Non-teaching staff are contractually enrolled into the Local Government Pension Scheme which is a tax-approved and defined benefit occupational pension scheme which was set up under the Superannuation Act 1972. The LGPS was contracted out of the State Second Pension scheme (S2P) up until 5 April 2016. From 6 April 2016, 'the contracted out' status ceased to exist for all pension schemes due to the introduction of the single tier State Pension.

Teachers Pension Scheme: www.teacherspensions.co.uk/members/member-hub.aspx

The Local Government Pension Scheme meets the government's standards under the automatic enrolment provisions of the Pensions Act 2008 and the amount of pension you earn in a scheme is worked out each year and added to your pension account. The total amount of pension in your pension account is revalued at the end of each scheme year so that your pension keeps up with the cost of living. The Local Government Pension Scheme is secure because the benefits are set out in law.

Local Government Pension Scheme: www.lgpsmember.org

Cycle to Work Scheme:

Our Cycle to Work scheme enable employees to purchase brand-new bicycles via salary sacrifice. Our scheme is a tax-exempt government initiative that permits employees a tax exemption whereby they save on income tax and national insurance contributions by having the cost of their bike and equipment deducted from their gross salary via salary sacrifice. Payments to the scheme are made in the form of interest-free monthly instalments.

Cycle to Work Scheme: www.halfords.com/cycling/expert-advice/cycle2work.html

Continuing Professional Development (CPD):

Our 6 Professional Development (PD) days are used throughout the academic year to address whole school development priorities wherever possible and provide whole-trust training.

CPD leaders use the training and development needs identified during performance management and Probation and Induction programmes, the development needs identified in the School Improvement Plan, and team plans to inform a training and development calendar to allocate resources to meet individual needs.

Staff are encouraged to develop their own professional development records and maintain a personal account of their qualifications and professional development to evidence progress towards their appraisal targets which are monitored every term.

Professional Qualifications:

Our staff are encouraged to use professional development activities to maintain and gain professional qualifications. Qualifications related to the statutory requirements of the school are fully supported such as First Aid and Health and Safety. In situations where career development depends on the achievement of nationally recognised and centrally funded qualifications, full support is offered where funding permit and where there is a clear link to the achievement of professional, school and pupil targets.

Flu Vaccination:

Each autumn, all eligible staff are offered a voucher which can be used at most pharmacies to receive a flu vaccination.

Should you require any more information about employee benefits or have any questions, please contact SENDAT HR via hr@sendat.academy.

APPLICATION PROCESS

Your journey to joining us and our family of schools and provisions begins by searching our current vacancies for a role that's right for you. All of our vacancies are listed on the SENDAT website via MyNewTerm. MyNewTerm is web application process which supports schools and multi-academy trusts to improve the efficiency of recruitment.

You can apply for a job at any of our schools and provisions directly online using MyNewTerm on your mobile phone, tablet or laptop. Once you have created your free account with MyNewTerm and set up all the information required for your application, you will be able to apply easily and quickly for multiple jobs using the same application.

Should you wish to receive and complete a hardcopy version of the application form, please contact HR to request this via hr@sendat.academy.

If you cannot find a suitable vacancy currently, do register your interest to the talent pool on our MyNewTerm site so we can contact you when appropriate vacancies arise.

SENDAT vacancies: www.sendat.academy/work-for-sendat/

MyNewTerm help: www.mynewterm.com/candidate-faqs

FAQs

Can I apply with a CV or covering letter?

No. SENDAT is committed to the principles of Safer Recruitment as detailed in Keeping Children Safe in Education (2021). This means we do not accept CVs as a form of application and instead require all applicants to fully complete an application form.

Can I apply for more than one vacancy at different SENDAT schools and provisions?

Yes. Our schools and provisions are spread widely and you may be interested in more than once vacancy. You are welcome to apply to any vacancy you feel is most appropriate for you.

How do I get help if I am having issues with my application?

If you have a query relating to a specific vacancy, the role requirements or recruitment process, please email HR via hr@sendat.academy. It may sometimes be helpful to also have an informal discussion regarding the role with the Head of School prior to making an application. If you have a technical issue applying or require a hard copy application form, please also email HR via hr@sendat.academy.

What happens once I have made an initial application?

You will receive an email confirming receipt of your application once it has been submitted.

What happens after the closing date?

After the closing date, the selection panel will review all applications and assess them against the person specification for the role. Once shortlisting has been complete, we will be in contact to let you know the outcome of your application and confirm selection and interview arrangements if you are shortlisted.

What is the process after the interview?

All applicants will be contacted by telephone and advised of the outcome of the interview. Successful candidates will be a verbal conditional offer over the phone and following acceptance, will receive an offer of employment conditional to the successful completion of all pre-employment and safer recruitment checks.

Useful resources?

SENDAT Recruitment and Selection Policy: www.sendat.academy/wp-content/uploads/2020/10/015-2020-SENDAT-Recruitment-and-Selection-Policy.pdf

Applicants Privacy Notice: <https://www.mynewterm.com/assets/uploads/attachments/Applicants%20privacy%20notice.pdf>

SENDAT Safeguarding Policy: www.sendat.academy/wp-content/uploads/2021/08/SENDAT-Safeguarding-policy-Sept-2021-.pdf

SENDAT Guidance Notes on Applying: <https://www.mynewterm.com/assets/uploads/attachments/Guidance%20notes%20on%20applying.pdf>