



# Drapers' Academy



## Assistant SENCo Application Pack

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RESPECTFUL

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KIND

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PURPOSEFUL



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## Principal's Welcome

Dear Applicant,

I am proud and privileged to be Principal of Drapers' Academy and alongside a committed and passionate staff, work hard to provide the best educational opportunities for all of our pupils, students and their families. Drapers' Academy's vision statement makes clear that our mission is both to maximise academic attainment and support our young people to lead fulfilling lives and we achieve this by ensuring we have the highest expectations of staff, teachers and all of our pupils and students.

Over the past two years the Academy has gone from strength to strength and this was recognised when Ofsted visited us in March 2025. We secured good judgements for all areas and Inspectors noted the following:

- The school is highly ambitious for their pupils
- Pupils follow a broad and well-considered curriculum
- Pupils are safe here and their individual needs are well understood
- The school's high expectations of behaviour are clear and well understood
- Pupils learn what it means to be a pupil of Drapers' and to embody the school's values

We have a hugely experienced and committed staff who are focused on ensuring that all pupils and students succeed and enjoy coming to school. Over the last two years our A level and GCSE results have shown significant increases, and in 2024 our progress at A Level was the second highest in the local authority, and we were in the top 50 schools nationally for improved progress at GCSE.

One of our most important developments over the last three years has been a relentless focus on building a positive culture within the Academy and this is based around our three core values. At Drapers' we are Purposeful, Respectful and Kind. All within our community are expected to adhere to these values to ensure that the Academy is both a great place to learn and a supportive and positive place to work. I believe there are a number of things that make Drapers' Academy special:

- We are one of a decreasing number of schools that are determined to provide a diverse and engaging KS3 curriculum that includes art, music, drama, ICT and Technology including Food Technology.
- All of our pupils have the opportunity to go on an amazing variety of trips and visits. They include trips to France, Germany, theatre trips and a range of educational visits.
- Our links with our two sponsors, the Drapers' Livery Company and Queen Mary University, allow us to provide an incredible range of opportunities that broadens the world of all of our pupils
- This academic year we introduced Yondr pouches for all pupils, so we are now a phone free school.

If you are passionate about education and its power to transform lives, if you are able to both challenge others and respond positively to challenge, I look forward to reading your application.

Good luck and best wishes

**Gillian Dineen**  
Principal





## Benefits of Working at Drapers' Academy

We know our staff are key to our success. Whether you are a newly qualified teacher, a returnee to the workplace, support staff or an aspiring school leader, the Drapers' Multi-Academy Trust can support and develop your career. We believe in creating collaborative working environments where our staff can reach their full potential. Our schools are at the heart of our local community and work together to ensure staff feel valued, supported and are able to maintain a healthy work-life balance.

At Drapers' Academy we have a clear vision to deliver high standards of education, and staff are well supported by a committed and supportive Middle and Senior Leadership Team, as well as from our Sponsors, The Drapers' Company and Queen Mary University of London.

Employees of Drapers' Academy enjoy many benefits:

### LIFESTYLE WELLBEING



**Events:** Opportunities for staff to attend celebratory events hosted by our sponsor The Drapers' Company, including events at Drapers' Hall in Central London.

**Physical Fitness:** As an employee of Drapers' Academy, you will have free access to our on site gym.

**Location:** Work at our state-of-the-art campus, surrounded by acres of countryside. We offer secure, free, onsite parking, as well as being a short bus journey away from Harold Wood Station (Elizabeth Line).

### FINANCIAL WELLBEING



**EAP Membership:** Free access to the Employee Assistance Programme, provided by the Education Support Network, offering support, information and advice.

**Eye-Care:** We offer our staff a generous eye-care support scheme, with contributions towards eyesight tests and new spectacles.

**Cycle to Work:** We are proud to provide our staff with access to the Bike2Work Scheme, offering up to 42% savings on bikes and equipment.

**Pension:** Membership to either the Local Government Pension Scheme for support staff or the Teachers' Pension Scheme for teaching staff.

### MENTAL WELLBEING



**Wellbeing Committee:** We have a staff-led team, with a budget dedicated to providing staff wellbeing initiatives throughout the year. The committee also organise regular social events away from work.

**Small Class Sizes:** Our class sizes average 25 pupils.

**Work/Life Balance:** No retrospective book marking.





## Faculty Introduction: SEND

We have a supportive and versatile SEND Faculty at Drapers' Academy. The SENCo and deputy SENCo lead a team of 20 staff including full time admin support. Our learning support assistants offer in class support and mentoring and many offer short term interventions such as Read, Write Inc and ELSA. The SEND team have a large space within the school called the Oak Centre with small teaching spaces to offer a variety of support and intervention groups. We also have a large garden space and pond which we utilise to support and engage the pupils in outdoor learning. We are also fortunate to have a number of rabbits, guinea pigs and a turtle which make The Oak Centre a popular place for many pupils before school and at break and lunch.

All of our pupils access the full curriculum and we work closely with teaching staff to ensure this is possible. Where appropriate pupils are withdrawn for small group interventions. Some pupils have the opportunity to attend Lambourne End Centre on a weekly basis to study land based studies. Some pupils work on projects with our LSA's in the Oak Centre garden to develop a range of outdoor learning skills. We also offer The Princes' Trust course at Key Stage 4 for SEND pupils.

We are passionate about preparing pupils for their future beyond Drapers' Academy, and have high aspirations for all of our pupils. We actively promote independent learning for all and ensure that all teachers use inclusive practices so that all pupils can actively participate in lessons. We also work closely with the careers service and local further education establishments to ensure there is a smooth transition from Drapers' Academy to college for all SEND pupils, as well as other vulnerable groups.

## Drapers' Academy Key Information

### Pupil Numbers

**1207**

Year 7 - 11: **1019**  
Sixth Form: **188**

### Pupil Premium

**45%**

### SEND

**12%**

EHCP: **3%**  
SEND Support: **9%**

### First Languages

English: **75%**  
Lithuanian: **4%**  
Romanian: **4%** Polish: **2%**  
Other Languages: **15%**

### Ofsted 2025

Drapers' Academy was assessed as Good in all areas of inspection by Ofsted, in March 2025. Below are a selection of observations Ofsted made of our school. The full report can be found on our website.

- "Pupils are safe here and their individual needs are well understood. They are fully included and happily welcomed to the school community."
- "The school is highly ambitious for their pupils."
- "Teachers are experts in their subjects and present information clearly."
- "Pupils learn what it means to be a pupil of Drapers' and to embody the school's values of kindness, respect and purpose."
- "The school provides relentless support for attendance."
- "Staff enjoy working at the school. They feel well supported and appreciate the steps taken to reduce their workload. Staff at all levels value their opportunities for professional development."



## Job Description

**Job Title :** Assistant SENCo

<b>Reports To :</b>	SENCo
<b>Location :</b>	Drapers' Academy, Harold Hill RM3 9XR
<b>Hours :</b>	Term Time plus 6 weeks totalling 44 weeks
<b>Contract Type :</b>	Permanent
<b>Salary :</b>	Actual Salary £29,108 - £31,016 (FTE £30,033 - £31,440)
<b>Staff Line Managed :</b>	To be agreed upon appointment

### Purpose:

The role involves managing the provision of special educational needs learning support; and to take on the role of Assistant SENCO to support high quality learning and behaviour, effective use of resources, and high standards of achievement and progress for all pupils with SEND. The Assistant SENCO will deputise in the absence of the SENCO.

### Key Functions: Leadership and Curriculum:

- To be the Assistant SENCO for Drapers' Academy.
- Deputise in the short term absence of the SENCO.
- To track and monitor the progress of pupils with SEND, implementing and assessing the effectiveness of relevant interventions.
- To assist the SENCO in leading on the provision for SEND within the Academy.
- To support the SENCO in managing the implementation of an inclusive curriculum, including access to alternative/additional provision.
- Where needed, deliver small group and 1:1 interventions to pupils.
- Within the context of the Academy's aims and policies, to support the SENCO to implement SEND policies, plans, targets and practices.
- To be responsible for the day to day operations of the Learning Support Assistants (LSA).
- To support the faculty key worker model.
- To support Kings Trust to ensure effective outcomes.
- To provide staff with the relevant support, challenge, information and development necessary to sustain motivation and improvement in teaching.
- To lead CPD sessions for a variety of staff, to promote effective strategies to support pupils with SEND.

### Administrative/ Teaching and Learning:

- To develop the use to technology and software to support the learning, ensuring value for money.
- To work with Pastoral Manager's, Year Achievement Leader's, Vice Principal's and the pathways co-ordinator to ensure appropriate curriculum provision for pupils with SEND.
- To keep up to date with appropriate assessment methods to evaluate pupils and identify needs including CATS testing, reading tests, language link and other relevant data.
- Support the SENCO to ensure a robust process of identifying children for the SEND List.
- Lead on the development of SEND Support plans through ADPR cycles.
- To support the delivery of the Inclusion curriculum and manage the implementation of targeted interventions.
- Support the SENCO in the application, monitoring and implementation of Education Health and Care (EHC) plans.



- Ensure that accurate and detailed records are kept of meetings and discussions with parents and external agencies / providers.
- Ensure the SEND List is kept accurate and up to date and that staff are kept informed of pupils learning needs.
- To lead on applications for exam access arrangements.
- Analyse and interpret relevant national, local and school pupil data, plus research and inspection evidence, practices, expectations, targets and teaching methods.
- Work with Year Achievement Leader's in using data effectively to identify pupils who are underachieving, and where necessary create and implement effective plans of action to support those pupils.
- Work with the Senior Leaders and Faculty Leaders on the implementation of the Academy Strategy and relevant branches of the School Improvement Plan.
- Support faculty meetings, communicating information to staff and co-ordinating resulting actions.
- Uphold the key areas of the SEND Code of practice.

**The Assistant SENCO has the duty to:**

- Participate in and support the Appraisal Policy.
- Where needed, assist in extra curriculum activities.
- Undertake specific duties within the SEND Faculty, as agreed with the SENCO.
- Support the Academy's safeguarding policy and procedures.
- Undertake such other duties as reasonably required by the Principal.

**Core Duties:**

- Non-teaching
- Where needed, deliver small group and 1:1 interventions to pupils.

Drapers' Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to have an Enhanced Disclosure from the DBS.

The above duties are neither exclusive nor exhaustive and the post holder may be required to carry out such other appropriate duties as may be required by the Principal within the grading level of the post, the competence of the post holder and the context of the duties of the post holder.

This job description is subject to annual review.



*Drapers' Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments are subject to enhanced DBS clearance, an online check, and other relevant employment checks.*



## Drapers' Multi-Academy Trust

### Vision

Drapers' Multi-Academy Trust strives for educational excellence, community engagement, and holistic development across its schools, ensuring that every child has the opportunity to succeed and flourish.

### Mission

#### *Empowering excellence, embracing diversity*

Our mission at Drapers' Multi-Academy Trust is to provide a transformative educational experience that empowers pupils to reach their full potential. Through collaboration, innovation, and a commitment to inclusivity, we strive to create a nurturing environment where every individual is valued and supported. By leveraging the rich heritage of the Drapers' Company and the academic expertise of Queen Mary University London, our schools cultivate dynamic learning environments that inspire every pupil to achieve their goals. Our overall ambition is to nurture resilient, compassionate, and globally-minded citizens who will thrive in an ever-changing world.

### Values

We are an inclusive and ambitious Trust, benefitting from the support of our Sponsors. Through a culture of respect and collaboration, we aim to enhance the educational outcomes and life chances of our pupils and increase the number of learners benefitting from the Trust's resources and expertise.

### Sponsors

Our sponsors are highly experienced and passionate about education.

#### **The Drapers' Company**

[www.thedrapers.co.uk](http://www.thedrapers.co.uk)



Drapers' Multi-Academy  
Trust

The Drapers' Company have been involved in education for over 500 years. They support a range of extra-curricular activities and link the Academy to a wider community across London. A mentoring programme allows pupils to have greater access to employment opportunities and provides informal coaching and support.

#### **Queen Mary University of London**

[www.qmul.co.uk](http://www.qmul.co.uk)

Queen Mary, University of London, is one of the country's leading higher education institutions and is a member of the Russell Group of top universities. The university provides support and expertise to both staff and pupils, particularly in the Academy's specialist areas of science and maths. Student ambassadors from the university regularly visit the Academy providing support to pupils and an insight into higher education. There are regular visits to their main campus based on the Mile End Road for pupils to experience life at university. As a co-sponsor, Queen Mary, University of London guarantees a place to all Academy Sixth Form students who achieve the required entry grades.





## Drapers' Academy

### Total Capacity

1,250 Children

### Building Floor Size

10,000 sq metres  
(2½ acres)

### Year 7 - 11

1050 Pupils

### Sixth Form

200 Students

### Grounds

23 Acres

### Sports Pitches

3 Grass Pitches  
All weather Astroturf  
Netball and Hard Courts

### Indoor Climbing Wall

### Exercise Suite and Gymnasium

### Theatre and Dance Studio

### Year 7 Dedicated Area

### Exclusive Sixth Form Area



### Drapers' Academy

Settle Road, Harold Hill RM3 9XR

### Principal

Ms Gillian Dineen

### Chair of Governors

Mr Simon Gaskell



# [www.drapersacademy.com](http://www.drapersacademy.com)

01708 371 331 • Drapers' Academy, Settle Road, Harold Hill RM3 9XR

### Transport

The local train stations are Harold Wood and Romford. These trains are run by Greater Anglia.

There are several local bus routes with a stop at the top of Settle Road. These are the 174 and the 496.

