



Somers Park Primary School

Part of the Mercian Educational Trust

**Assistant Head-
SENDCo and Inclusion**

September 2025

Closing Date: Monday 28th April, midday.



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Letter from the Headteacher

Dear Applicant,

Thank you for your interest in the post of Assistant Head- SENDCo and Inclusion at our school, Somers Park, part of the Mercian Educational Trust (MET).

Are you an ambitious leader who is keen to make a difference? Are you personable and good-humoured? Can you build excellent relationships with children, colleagues, and the wider community? Is SEND your passion?

We are looking for a positive and inspiring leader of SEND, who has the drive and the desire to take on an integral role within our Senior Leadership Team. A full time, non-teaching role working across both sites of our school, you will work alongside our Headteacher, Deputy Head and our Assistant Head- Teaching and Learning to drive the strategic direction of our school. The senior leaders at our school take an active role in supporting staff and children across both sites of our school- no day is ever the same!

The pay scale for this role is L4-L8. The start date is **1st September 2025**. This is a full-time, permanent contract.

If you want to learn more about our school, you may choose to view our website www.somersparkschool.org.uk or visit the school. Visits to the school are welcomed and encouraged- it would be a pleasure to meet you and to show you around both sites of Somers Park Primary School.

We look forward to receiving your application.

Yours faithfully,

Chris Hansen

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Are you the Assistant Head- SENDCo and Inclusion we are looking for?

Are you passionate about making a difference in the lives of children with SEN, putting children at the heart of everything you do?

Have you got excellent organisational and interpersonal skills?
Are you compassionate?

Are you a strong leader? Do you make effective decisions rooted in knowledge, research and experience?



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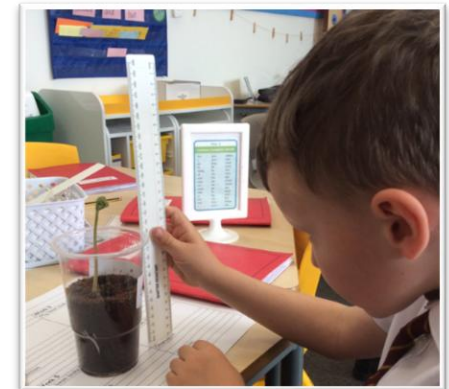
What does it mean to be a SENDCo at Somers Park?

- 🌞 **Champion for Every Child:** You're the one ensuring that every child at Somers Park, no matter their challenges, gets the support they need to shine and succeed.
- 🌞 **Partnering with Teachers:** You're the go-to person for teachers, helping them tweak lessons, explore new strategies, and make Somers Park classrooms a place where every child feels included.
- 🌞 **Parent Liaison:** You build strong, trusting relationships with parents, ensuring they feel heard and involved every step of the way.
- 🌞 **Bridge to Outside Help:** Whether it's bringing in a speech therapist or an educational psychologist, you connect children and families with the extra support they need beyond the school walls.
- 🌞 **Encouraging Growth:** Through workshops and advice, you empower your Somers Park colleagues to grow their confidence in supporting children with special needs.
- 🌞 **Driving Positive Change:** You constantly look for ways to improve, ensuring SEN support at Somers Park is always evolving and getting better.

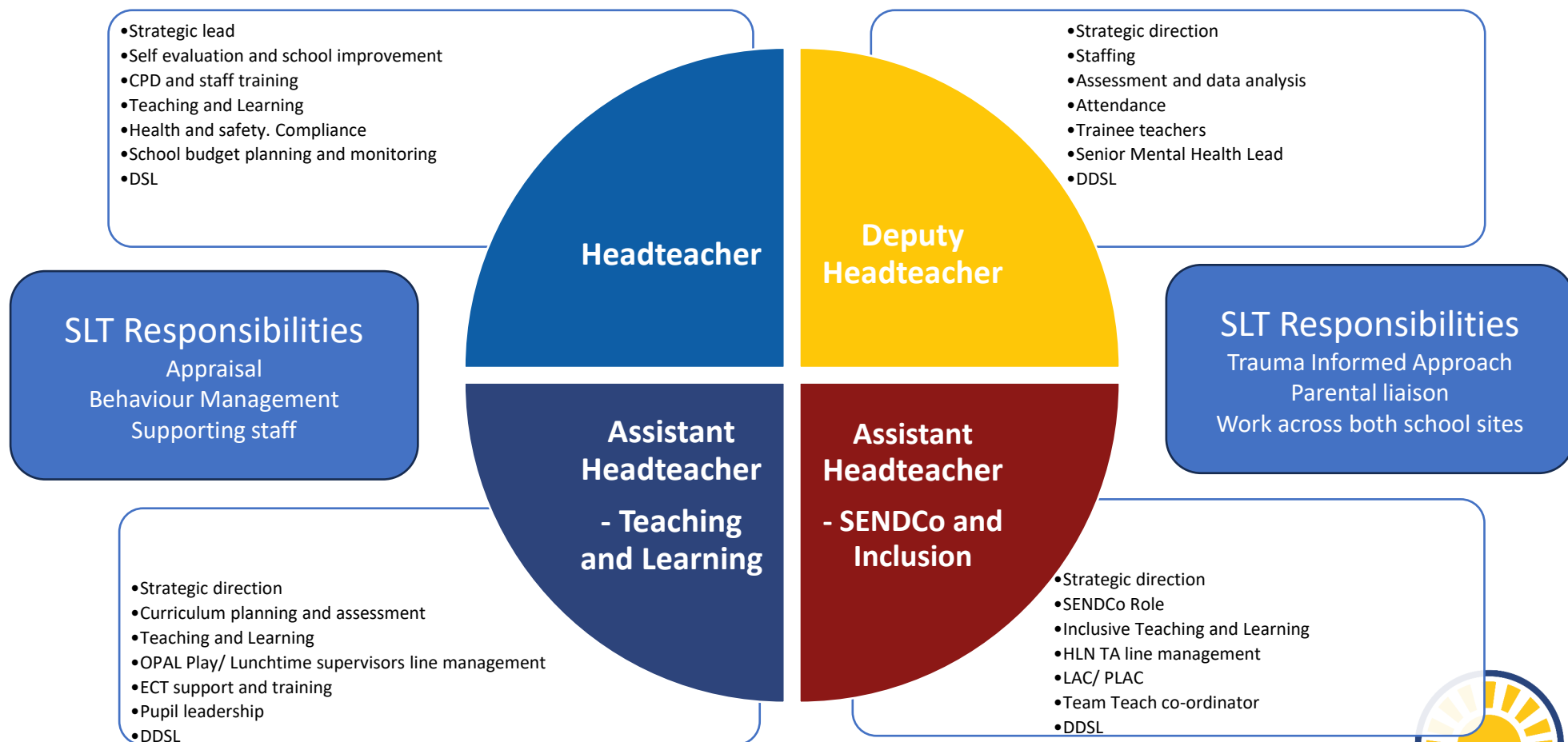


What does it mean to be a Senior Leader at Somers Park?

- ☀ Somers Park leaders are highly capable and proficient class teachers. Before entering the role, they have already sought opportunities to lead, and many have undertaken professional qualifications to further their knowledge and understanding of leadership in schools.
- ☀ Somers Park leaders are leading practitioners. They can motivate and inspire others, are positive, and fiercely supportive of the school and its aims.
- ☀ Somers Park leaders know how to communicate effectively with children, young people and adults. They have empathy and calmness when communicating with children with challenging behaviours and are committed to the school's Trauma Informed approach.
- ☀ Somers Park leaders recognise the importance of effective relationships with all stakeholders. Effective communication with parents is at the heart of the role, and Somers Park leaders are confident and competent in doing this.



Senior Leadership Team- Roles and Responsibilities





The Recruitment Process

Closing Date: Monday 28th April 2025 at midday.

All applicants are required to fully complete the Mercian Educational Trust application form which can be found on the [MET website](https://www.metacademies.org.uk). Completed applications should be emailed to our recruitment coordinator, Claire Evans at cevens@metacademies.org.uk or delivered to the school office. Applications in any other format will not be accepted.

Applicants must enclose details of two references. These must be recent; usually one will be a current employer who can comment on your suitability to work with children, however, if this is not possible, this can be a previous employer. We ask that friends and relatives are not named to provide a reference. We will ask for references from all candidates who are shortlisted and require both references to be received before the interview. We may contact any previous employer listed on your form to clarify any information.

Shortlisting will be based on the applicant's suitability for the post linked to the job description and person specification. Please ensure your application matches these requirements. The closing date is midday on Monday 28th April 2025. Applicants will be invited to interview via email following shortlisting, with the interview date planned for Tuesday 6th May 2025.

Please contact our recruitment coordinator, Claire Evans, in the school office on 01684 572949 or via email at cevens@metacademies.org.uk for further details or if you have any questions.

Mercian Educational Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

All positions are subject to child protection screening appropriate to the post, which will include an Enhanced Disclosure and Barring Service (DBS) check for the children's workforce and a Children's Barred List check





About Our School

Somers Park Primary School has grown significantly over recent years following the construction in 2018 of the Malvern Vale satellite expansion site less than a mile from Somers Park. Our two sites work very much as one, with teachers working together and children learning the same curriculum.

We have the best of both worlds - fantastic modern facilities with a small school feel at the Malvern Vale site where we have 7 classes, accompanied by our Somers Park site, which has an established, forward-thinking culture, demonstrating proven success over several years, with 16 classes including 2 nursery settings.

Our local community consists of many long-term residents and there are strong family connections within the school. It is not unusual for parents, grandparents and even great-grandparents of pupils to have attended Somers Park.

We are proud of the way our learners are prepared for the next phase of their education and beyond. Our *Think. Know. Explain. Do.* curriculum model encourages inquisitive thinking and independent learning. The curriculum is enhanced by a balanced and interesting enrichment programme of additional experiences and visits.



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Key Information about Somers Park Primary School

Type of school	Primary Academy - split site
Age Range	2 yrs 9 months- 11yrs
Location	Malvern, Worcestershire
Trust	Mercian Educational Trust
Number of children	608 (including 56 Nursery children)
Number of classes	23 (including Pre-school and Nursery)
Average class size (primary)	29
Last Ofsted Inspection	July 2022- Good, with Outstanding judgements for Personal Development and Early Years
% eligible for Pupil Premium Funding	18%
% of children with SEN	20%
% of children with EAL	7%





Job Description

Job Title: Assistant Headteacher- SENCO and Inclusion

Salary Scale Point: L4- L8

Employer: Mercian Educational Trust

Job Purpose

We are looking for an experienced teaching professional with SEND experience (ideally SENDCo qualification) to lead our SEND across school, and work with the Head and Deputy to develop and drive the strategic direction of the school. Keen to work within our team, we are looking for the successful candidate to bring with them a commitment to providing the best outcomes for our pupils. The role will involve working closely as part of the Senior Leadership Team, as well as supporting colleagues across school. This role will report to the Headteacher.

Generic responsibilities

- To promote the aims and objectives of the school and maintain its philosophy of education and to support the Headteacher in promoting the ethos of the School.
- To meet and conform to the appropriate standards set out in the Teachers Standards and the current School Teachers' Pay and Conditions document or such other revised document/s as identified by the Department for Education.
- To follow any current and applicable School Policies under the direction of the Headteacher.
- To respond to the needs of the school, with particular reference to the teaching of groups and classes within the school, as deemed necessary by the Headteacher in accordance with STPCD.















This post requires the ability to perform a role that involves frequent contact with children
This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020



Specific Responsibilities- SENDCo













-  Lead the strategic development of SEND policy and provision across the school
-  Support for pupils with SEND or a disability, including identifying need, co-ordinate and track provision and working with professionals as required.
-  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 SEND support
-  Advise on the use of the school's budget and other resources to meet pupils' needs effectively, including staff deployment
-  Work with the headteacher and governors to ensure the school meets its 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 SDP and whole-school policy
-  Identify training needs for staff and how to meet these needs
-  Lead INSET/CPD for staff
-  Promote an ethos and culture that supports the school's SEND policy and promotes good outcomes for pupils with SEN or a disability
-  Designated teacher for Looked After and Previously Looked After Children (LAC/PLAC)

Specific Responsibilities- Assistant Headteacher

- 🌞 Work alongside the Head and Deputy Head to drive the strategic direction of the school.
- 🌞 Promote and support the school ethos and values.
- 🌞 Work alongside the Head and Deputy to monitor Teaching and Learning.
- 🌞 Work alongside the Head and Deputy to ensure the school curriculum meets the needs of pupils in our community.
- 🌞 Line management of HLN Teaching Assistants
- 🌞 Conduct appraisals under the guidance of the Headteacher
- 🌞 Support the development and delivery of CPD in line with the school's development plan.
- 🌞 Work alongside the Head and Deputy to promote the progress of all pupils.
- 🌞 Fulfil statutory duties regarding safeguarding pupils and health and safety.














Specific Responsibilities- Teaching staff

-  To actively extend your own professional learning using collaborative study, attendance at INSET, and reading to keep abreast of new developments.
-  To work alongside other members of staff to review and innovate the curriculum.
-  To participate as required in meetings with colleagues, other professionals, and parents.
-  Contribute to the development, implementation, and evaluation of the school's policies, practices, and procedures in such a way as to support the school's values and vision.
-  To actively and positively participate in performance management reviews.
-  Promote the safety and well-being of pupils.
-  Maintain good order and discipline among pupils in line with the school's Behaviour Policy.
-  Play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example.
-  At all times ensure that priority is given to the safeguarding of young people and that Safeguarding Policies and Procedures are followed.
-  To carry out any other duty which is deemed reasonable by the Headteacher.



Person Specification: *Experience*









Key Criteria in addition to the statements in the advert. Assessment, shortlisting & final selection will be assessed initially through candidates' application forms and information. Shortlisted candidates will be further assessed through references and interview activities

Experience	Essential	Desirable
Successful experience as a class teacher (minimum 4 years)		
School SENCo		
Leading colleagues at a whole school level		
Experience of working within a large school environment		
Supporting staff with inclusive teaching practice		
Experience of successfully completing EHCP applications		
Designated teacher for LAC /PLAC		
Education and qualifications		
Degree Level Qualification		
Qualified Teacher Status		
National Award for SEN Co-ordination (NASENCo) or NPQ SENCo		
Engagement in or completion of a National Professional Qualification		



Person Specification: *Skills and Attributes*

Key Criteria in addition to the statements in the advert. Assessment, shortlisting & final selection will be assessed initially through candidates' application forms and information. Shortlisted candidates will be further assessed through references and interview activities

Skills and Attributes	Essential	Desirable
Able to lead others, motivate a team and implement change		
Effective communicator		
Strong understanding of SEND Code of Practice		
Knowledge of SEND funding and EHCP process		
Highly competent at behaviour management, using strategies which align with the Trauma Informed Schools UK approach.		
Promotes a strong culture of collaborative working where every member of staff is valued as an essential member of the team and can fulfil their potential		
Liaises effectively with external agencies		
Understanding of Team Teach principles		













Person Specification

Personal qualities

Key Criteria in addition to the statements in the advert. Assessment, shortlisting & final selection will be assessed initially through candidates' application forms and information. Shortlisted candidates will be further assessed through references and interview activities

Personal Qualities	Essential	Desirable
Approachable, enthusiastic, and creative		
Leads by example, demonstrating integrity, resilience, and clarity		
Highly effective team player		
Passionate about SEND		
Ability to work under pressure, think creatively and to anticipate and solve problems		
Strongly committed to encouragement, empowerment, and positivity		
Deals sensitively with people and understands how to resolve conflict effectively		
Demonstrates flexibility and an ability to adapt to changing circumstances and new ideas		
Builds strong relationships with parents and carers		





Benefits of Working with Mercian Educational Trust

Salary Sacrifice Schemes

Cycle to work, Electric Vehicle Leasing, and Tech Benefits

Employee Health Assistance

Our employee assistance programme gives you access to confidential, independent, and unbiased information and guidance 24/7. Employees also have access to the Wisdom App which supports wellbeing and mental health.

Career Progression

We want to encourage the career progression of our employees wherever possible, and we support staff who wish to move between our schools and the central teams when suitable roles arise.

Pension

As a teacher, you will automatically enrol into the Teachers' Pension Scheme. As Support Staff, you can opt-in to the Local Government Pensions Scheme – one of the most competitive on the market.

Collaboration

All employees have opportunities for collaboration, CPD and access to support from the central team. Teaching staff also have opportunities for guidance in all areas of the curriculum and assessment and sharing good practice.

Eye tests and Flu Jabs

All employees can access free eye tests and annual flu jab.

Free Car Parking

All employees have access to free car parking on or near the school premises.

Childcare – Wraparound discount

Employees can access wraparound care provided at any of our schools at a reduced rate of 50%. Please note: Discounts do not apply to Nursery provisions.

