

# Matford Brook Academy

## Assistant Headteacher (SENDCO and Inclusion)



# ABOUT YOUR NEXT ROLE & OUR OFFER

## LINKS

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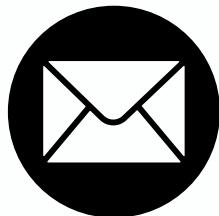


# Key Details

Salary scale	Leadership L1 – L5	Actual Salary (if pro-rata)	NA
Hours	Full time		
Location	Matford Brook Academy	Closing date	Sunday 1 <sup>st</sup> March 23:59
Required from	September 2026	Interview date	Thursday 5 <sup>th</sup> March 2026

This advert may close earlier than the stated deadline if sufficient applications are received. If you're interested, we encourage you to apply as soon as possible.

## Find out more



We welcome interested candidates to request a call with one of our senior team to discuss the role and any questions you might have prior to application. To arrange this, please contact Kate via [hr@matfordbrook.academy](mailto:hr@matfordbrook.academy).

## How to apply



All Ted Wragg Trust vacancies can be found here: <https://www.tedwraggtrust.co.uk/vacancy> – filter by school or role and follow the link to apply (or contact us as above)

## Application advice

When completing your online application:

- Include any essential experience and qualifications as detailed in the person specification
- Include all previous employment with dates
- Account for any gaps – e.g. periods of non-employment
- When writing your supporting statement, write about your experience and skills against the requirements of the role. This is the primary source of information for our shortlisting panel when shortlisting candidates for interview.

# Our Mission

Our mission at Matford Brook Academy is to provide an excellent, all-through education that empowers children to believe they can, and should, change the world around them.

We summarise this in one mantra that is woven through the fabric of our school: at Matford Brook Academy, **we write our story**.

We are providing a school with an excellent education and broad opportunities for our children, rooted in the core understanding that, in order for children to thrive both now and in their future, they need to believe that the greatest influence on their lives is themselves.



## Staff Testimonials



**Emma**

Assistant  
Headteacher -  
Science

Being part of the team at Matford Brook Academy is an absolute privilege. From the moment I heard about MBA's all through concept I knew it was somewhere I wanted to work. This is a fabulous opportunity to be part of shaping the lives and education of young children right from Early Years to KS4.



**Laura**

Teacher &  
Coordinator for  
Mathematics

I thoroughly enjoy working at MBA – I love being a part of a team that is incredibly supportive and there for one another. Pupils and staff alike are incredibly welcoming and appreciate your efforts and contributions to the community.



**Mike**

Early Years  
Teacher

It's a privilege to improve the lives of the children and families of the community we serve! Matford Brook Academy is a place that allows children to thrive under the guidance of a nurturing, passionate and professional team where the values of scholarship, kindness and community come alive everyday!



**Bekah**

Pastoral Support  
Mentor

Working at Matford Brook Academy has been incredibly rewarding; I have never felt more supported in a role. Every pupil, and member of staff is known and valued, and where your contributions matter and professional growth is encouraged, and supported.



# Assistant Headteacher (SENCDO & Inclusion)

At Matford Brook Academy, we are passionate about empowering every child to be the author of the story. The role of SENDCo is vital to this, working closely with colleagues, children and their families to give them the best opportunity to thrive within and beyond the curriculum. This colleague will have the highest aspirations for every child whilst working to find effective solutions to any barriers that they may face.

In reflection of our Staff Commitments, this person will:

- Commit to expecting and modelling the highest of standards
- Commit to enabling high aspirations and realizing potential for everyone in our community
- Commit to a culture of constructive feedback, immediate and for long-term development, and celebrating success
- Commit to assuming goodwill and taking responsibility for how actions affect others
- Commit to building, maintaining and strengthening relationships with all in our community
- Commit to tenaciously empowering the participation of all

## Key Objectives

- To lead and ensure the strategic development of the School's Special Educational Needs & Disability (SEND) provision, in line with the Code of Practice and School Policies.
- To carry out the role of SENDCo in order to support the strategic and operational management of pupils with special educational needs. Manage and be responsible for the day-to-day deployment of resources and staff from the SEND team, with the aim of raising standards, progress and outcomes for pupils with additional needs.
- To ensure there is excellent provision and high-quality teaching and learning for pupils with additional needs. Develop excellent relationships with families and develop high quality timely and accurate communication.

# Job Description

## Key Purpose of Role

**Enable the Trust to realise its mission to 'Transform lives, strengthen communities and make the world a better place by providing high calibre teaching and learning environment, challenging the educational and social disadvantage in the South West.**

## Your Responsibilities

- Live our mission and values every day
- Promote safeguarding policies and procedures to protect students maintaining a culture in which students are protected and achieve the best outcomes
- Role model responsibilities and provide great management and leadership to ensure all staff flourish professionally and personally.
- Deputise for other senior leaders as required Lead and collaborate on whole-school strategies and policies to reduce workload,
- Fulfil the role of SENDCo across the school.
- Drive high performance, inspire others, and continuously improve curriculum resources through Trust and external networks
- Plan and oversee whole school quality assurance with particular focus on the success of students with SEND and those entitled to pupil premium
- Provide targeted provision across the school for all required students
- Create a framework for adaptive practice which meets the needs of all students ensuring that all teaching is relevant, motivational and uses appropriate reasonable adjustments to support all students in order to maximise academic potential
- Be a role model, creating and maintaining an environment within the School where pupils and staff develop and maintain positive attitudes towards each other, teaching and learning, the environment, and the community
- Support the leadership to enact whole school strategic planning centers equity, and values the diversity and experience of the whole school community
- Be a role model, designing, creating and maintaining strategies that secure high standards of behaviour and attendance across the school

## Your Responsibilities (continued)

- Support leaders to develop and implement strategic framework for assessment, recording, reporting, and analysis for the areas you lead
- Through great management secure improvement through continuous professional development and performance management
- Engage with external quality assurance and help prepare documentation for our Trust, school governors, Ofsted and other regulating bodies
- As part of the leadership team, plan for the best use of all resources across the school
- within allocated budgets
- Participate in at least fortnightly coaching as coach and coachee, analysing data for your leadership area to inform strategic plans
- Complete all exam entry requirements and ensure they are implemented within all your areas of responsibility
- Support students with pastoral responsibilities and enrichment activities
- Carry out any other reasonable duties as requested by Headteacher or Line Manager

## Your Key Objectives

Support pupils to

Love coming to school  
Achieve well  
Live a life of opportunity

Support colleagues to

Love coming to work  
Build high quality professional  
relationships with Trust  
networks  
Inspire others

Support communities to

Love our schools  
Value working together  
Make the world a better  
place



# Person Specification

## Qualifications

- Qualified Teacher Status
- Good honours degree
- Further CPD or relevant qualifications

KEY

Essential  
Desirable

## Experience

- Values driven
- Strong teaching ability demonstrated through previous experience
- Line Management experience
- Responsibility within a school – middle leadership/HoD
- Working in areas or school communities with high levels of SEND and/or deprivation

## Key Skills

- Able to fulfil all aspects of the role with confidence and fluency in English
- Strong moral purpose
- Good subject knowledge and understanding of the secondary curriculum
- Adaptive teaching that challenges and supports all
- Understanding of high-quality teaching, and the ability to model this for others and support others to improve
- Ability to receive and act on feedback
- A commitment to getting the best outcomes for students and promoting the ethos and values of the school
- Commitment to safeguarding
- Desire to develop yourself
- Where directed, the ability to hold others to account

at Matford Brook Academy



we value scholarship,



kindness, and



community

## Align with Our Trust Values

- Ambitious:** works hard, has the highest standards and is positive for the future
- Selfless:** self-aware and emotionally intelligent to support self and others to thrive
- Collaborative:** builds strong relationships and networks

**We exist to provide an excellent all-through education that empowers children to believe they can, and should, change the world around them**

## What we believe

### Scholarship



To be a scholar is to strive for the highest education possible, valuing learning and the process - including making mistakes - and taking responsibility for doing so. The story we are writing is for every Matford Brook Academy pupil to be successful, lifelong learners, progressing to university or another aspirational equivalent.

### Kindness



The way we interact with and treat those around us has a direct impact on them. The story we are writing is for every Matford Brook Academy pupil to be caring, thoughtful individuals who proactively help and support the people around them, recognising their role in helping everyone to feel safe and succeed.

### Community



School is a 'team sport': we are working together to create a limitless environment where everyone succeeds. The story we are writing is for every Matford Brook Academy pupil to feel a sense of connectedness and belonging in their community - school, local, national, international - and positively contribute to it.

# What we do

I am the author of my own story	We do this because:	We do this by:
We expect and model the highest of standards	We take pride in our roles and recognise our responsibility for enabling our pupils' success	<ul style="list-style-type: none"> <li>• Codifying our expectations- what excellence looks like</li> <li>• Prioritising coaching &amp; deliberate practice</li> </ul>
We enable high aspirations and potential for everyone in our community	We are aspirational for every child to proceed to University or another real equivalent	<ul style="list-style-type: none"> <li>• Investing in our professional development - TWT networks, reading, wider opportunities</li> <li>• Showing fidelity to our consistent approach</li> <li>• Planning opportunities within and beyond the curriculum</li> </ul>
I empower others to write their story	We do this because:	We do this by:
We commit to a culture of constructive feedback, immediate and for long-term development, and celebrating success	We strive to be even better	<ul style="list-style-type: none"> <li>• Prioritising coaching and deliberate practice</li> <li>• Investing in great people management</li> </ul>
We assume goodwill and take responsibility for how our actions affect others	We believe in a collective responsibility; our created culture is a 'Team Sport'	<ul style="list-style-type: none"> <li>• Clarifying the 'Why'</li> <li>• Apologising when required</li> <li>• Showing fidelity to our consistent approach</li> </ul>
We write our story together	We do this because:	We do this by:
We build, maintain and strengthen relationships with all in our community	Success is made possible when we all feel safe and connected	<ul style="list-style-type: none"> <li>• Using first names with staff, families and pupils</li> <li>• Phoning or meeting in person</li> <li>• Showing our love through consistent high expectations ('Challenge Directly')</li> </ul>
We tenaciously empower the participation of all	We recognise our role, as a school, in championing social justice	<ul style="list-style-type: none"> <li>• Identifying and mitigating potential barriers (Planning for All)</li> <li>• Caring Personally but Challenging Directly</li> <li>• Advocating for our pupils and their families with strong community connections</li> </ul>

# About our Trust



# A Warm Welcome from our CEO



An ambitious and inclusive Trust of schools strengthening our communities through excellent education.



## Moira Marder, OBE

On behalf of the Ted Wragg Trust, I would like to thank you for your interest in working for our Trust. This is an excellent opportunity to join our Trust and work in one of our 17 schools.

In our **ambitious** and **inclusive** Trust of schools we know that every individual is critical to help us to achieve our collective mission to **transform lives, strengthen communities** and **make the world a better place**.

Our values driven, growing 2-18 Trust, has the highest expectations for every child, every day, with social justice at our core. In this pack you will find out more about how we **support, develop** and **grow great people**.

This is a hugely exciting time for our Trust as we continue to grow, embed, improve and innovate to **improve the life chances of all children** in the South West.



We demonstrate our love  
through our values



## How we will succeed



# #lifeattedwragg

We know that our people are our **greatest asset** and research tells us that happiness at work is directly linked to student happiness and consequently **student outcomes**.

We are working hard to make sure that all our employees **love coming to work**.



Our Trust is dedicated to fostering an environment where employees can **reach their full potential, with dignity, respect, and equal opportunities for all**.

We value the unique contributions of each individual, recognising that **diversity strengthens our community and makes our Trust a positive place to work and grow**.

We are committed to excellent employment practices that attract and retain talent from a variety of backgrounds and communities.

The aim of our people strategy is to be the **greatest place to work in the South West**.

We know that to realise our ambitious aim we must **welcome, retain and develop our great people** who work day in day out to transform the lives of the children in our Trust.



#lifeattedwragg is focussed on ensuring all our employees:

- **Love coming to work** and have a strong sense of belonging
- **Experience high quality development** through our dedicated development curriculums delivered by the Ted Wragg Institute
- **Inspire others** with their open and collaborative approach

To find out more about what it is like to work at the Ted Wragg Trust, explore our development curriculums and hear from our employees please visit our website at [www.tedwraggtrust.co.uk/workwithus](http://www.tedwraggtrust.co.uk/workwithus)





# The Ted Wragg Institute

We want to ensure that our people feel **invested** and **fulfilled in their role** by providing personalised, relevant and engaging professional development. Our brand-new **Ted Wragg Institute (TWI)** delivers our **high-quality development** offer for all, across our family of schools.

Our incredible offer includes Trust CDP, Leadership Development, Networks, Cohort-specific training and NPQs. Take a look at our offer this year here.

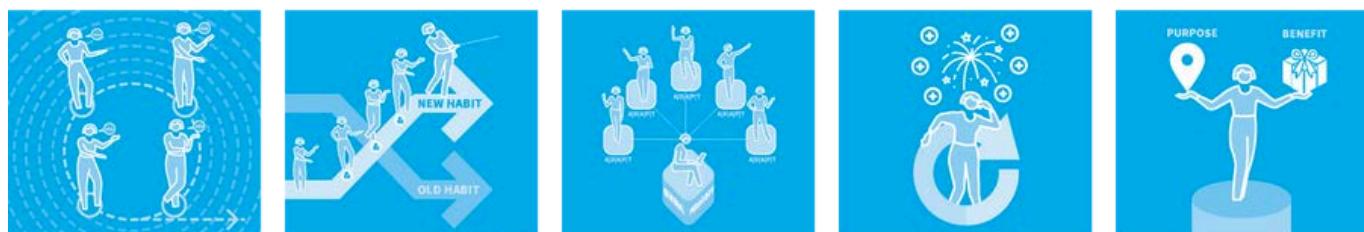
## Early Career Teachers

If you are an Early Career Teacher you will benefit from our tailored Early Career Framework combining weekly instructional coaching, asynchronous independent learning, online 'clinics' and in-person conferences. With a dedicated mentor or coach and access to supportive networks the ECTs in our Trust are supported and developed to reach their full potential.

## Our professional development delivery model

Our professional development delivery is underpinned by our Education key concept (see page 8). We believe that professional development should build knowledge, motivate, develop techniques and embed practice.

At the Ted Wragg Trust, we are research informed and believe that it is important that everyone involved in sharing ideas understands the underlying rationale and evidence base. We ensure that professional development is:



Sustained	Practice-Based	Domain-Specific	External Expertise	Professional Buy-In
Frequency is critical, not time span	Create new habits	Create new habits	Challenge the familiar & refresh ideas	Purpose & benefits eclipse volunteering

We believe this slightly adapted model from 'Teaching Walkthrus 2', Tom Sherrington and Oliver Caviglioli is applicable to all professional development and will underpin the delivery of all our professional development networks, seminars and webinars.



# Our Ted Wragg Standard



Our Ted Wragg Standard provides a **minimum set of high standards** across all our schools to establish clear structures, implement effective processes and hold each other to account to enable excellence. It is based on our three key concepts: Leadership, Education and Every Child Succeeds.

## Key Concept: Leadership



We believe that great leadership:



Fiercely  
educates



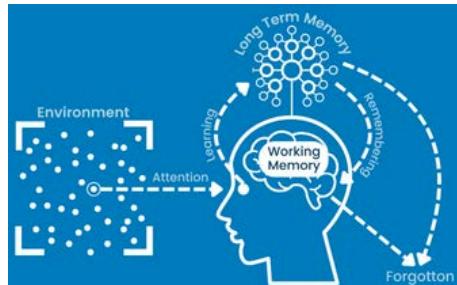
Thrives in a  
complex system



Is locally  
enabled

## Key Concept: Education

We have a clearly defined and articulated learning model that is understood by all teaching staff. This model of the learning process uses the concepts of Working Memory and Long-Term Memory. It draws on ideas from Cognitive Load Theory and the work of Daniel Willingham.



## Key Concept: Every Child Succeeds



We believe individual development is well explained using Maslow; that an individual grows in an ecosystem and can be interpreted using Bronfenbrenner's work, and that we are interdependent.

We believe that to enable our children to live a life of opportunity, we need to understand what true inclusion means. To us, our model is based on Maslow's hierarchy of needs and the Bronfenbrenner's ecology of inclusive education.

### Microsystem

#### Child

- sleep well
- eat breakfast
- Follow school rules and routines
- attend school regularly

#### Family

- healthy sleep patterns
- nutritional diet including breakfast
- Online safety parental controls
- adequate housing
- clean clothing
- Support school policies
- Protect from dangers
- attend medical appointments
- Ensure attendance is good

#### School

- Behaviour, Health and Safety, Accessibility, Safeguarding, Supporting Pupils with Medical Conditions and Anti-Bullying Policy
- Online Safety lessons and workshops for parents/carers
- Early Help support
- First Aid trained staff
- Attendance Engagement Officer and Attendance Policy
- Nutritional lunches and free breakfast
- Foodbank support
- Wrap around care

### Mesosystem

- We endeavour to provide a safe and welcoming environment for pupils and their families.
- We listen to our pupils and families and take seriously what they tell us.
- We work in partnership with other agencies such as CAMHs and Early Help

### Macrosystem

- Keeping Children Safe in Education
- Teacher Standards
- Devon and Plymouth Children's Social Services
- 0-25 SEND Team
- Virtual School

# Our Benefits

A critical part of our People Strategy is to ensure that we welcome and retain our great employees and ensure that they are supported both at home and at work.

When you join our Ted Wragg family we are here for you every step of the way. Here are some of the benefits we offer:



Exceptional development and networking opportunities



Cost of blue light cards can be claimed through expenses



Free annual flu jab, eye test and allowance for glasses



Exclusive discounts, cashback and vouchers



Free, confidential employee helpline. Available 24-7 through Health Assured



Access to Wisdom app to support your mental health



PUREGYM

Up to 10% off all Pure Gyms



up to the value of £2,000.



Up to 2 days paid emergency time off for dependants



Generous public sector pension schemes for all staff



Timetabled instructional coaching for all teachers



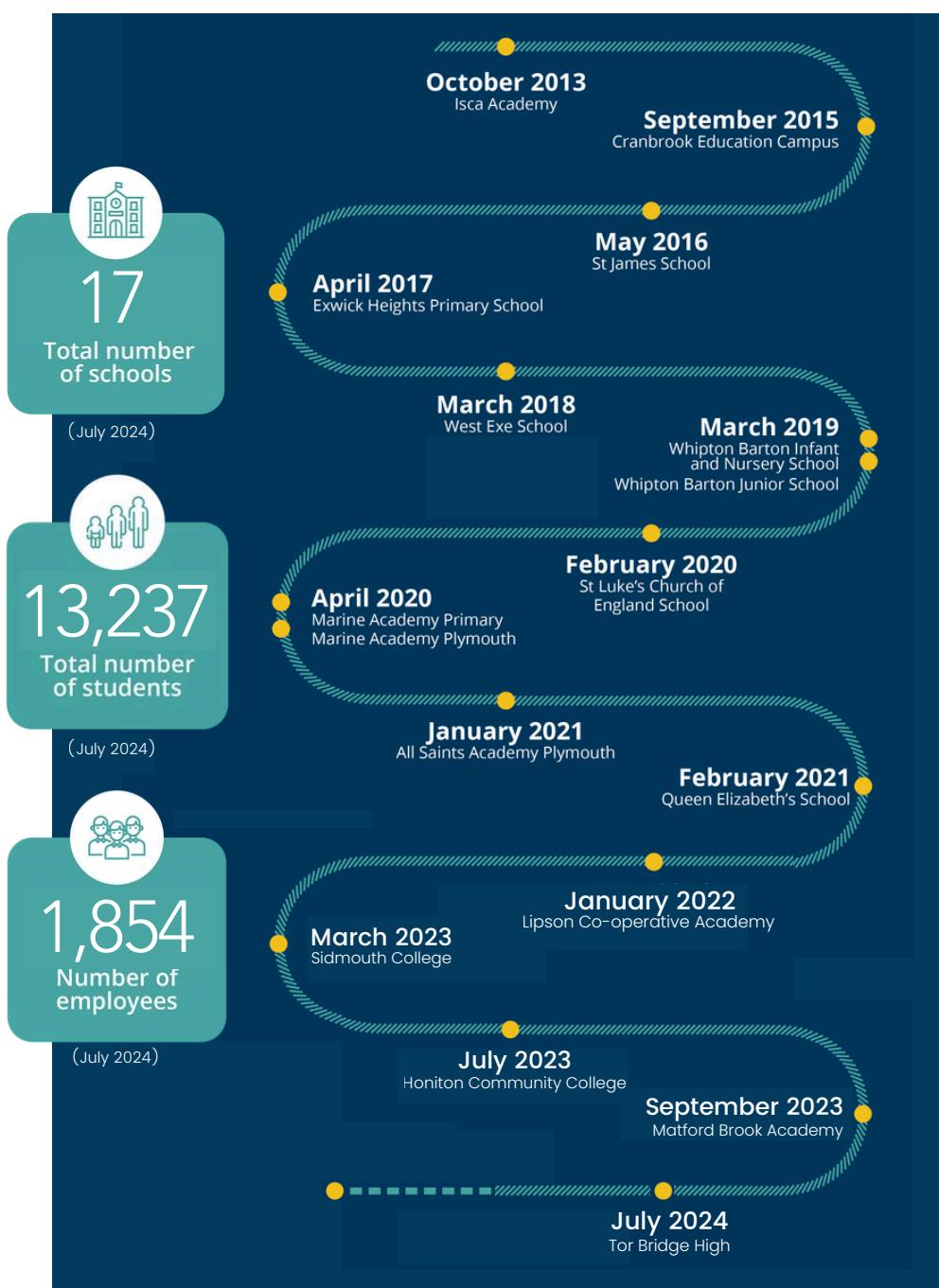
Family friendly policies and flexible working opportunities



# Our Trust Journey



Professor Ted Wragg, in whose memory the Ted Wragg Trust is named, was passionate about how education can transform young people's futures.



# Thank you for your interest in working with us

