



Littleover
Community
School

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APPLICATION PACK

Littleover Community School

Assistant Headteacher- SENDCo

A warm welcome from our Headteacher, Mrs L. Johnson

Many thanks for your interest in the Assistant Headteacher - SENDCo position. We are seeking an inspiring, knowledgeable, and compassionate leader to join Littleover Community School as Assistant Headteacher - SENDCo. This is a strategic and influential leadership position, responsible for ensuring that students with Special Educational Needs and Disabilities (SEND) receive the highest quality support and have every opportunity to achieve highly.

At its heart, the role exists to make sure that every young person at Littleover Community School, regardless of need, background, or starting point, can thrive academically, personally, and socially. As a vibrant and diverse school with a strong reputation for both academic excellence and pastoral care, we are committed to ensuring that our provision for students with SEND is exceptional, ambitious, and fully inclusive.

The successful candidate will play a central role in shaping whole-school practice, supporting colleagues and driving a culture in which every student is valued, supported and challenged to fulfil their potential.

Littleover Community School is a warm and welcoming environment, where the motto of 'Learn, Care and Succeed' underpins the vision for our school. Staff joining Littleover Community School should understand from the outset that we work together in partnership with students and families to provide a safe and stimulating environment, where all members feel valued and safe.

Our expectations are high, and this is evident through the reputation of Littleover Community School; in the last school inspection, Ofsted found the school to be 'Good' and the Sixth Form 'Outstanding;' the student outcomes at Littleover Community School, both at GCSE and A-Level, as well as the enrichment programmes on offer, are excellent. We are proud of the achievements of our students and know they happen because we value and celebrate staff expertise.

Littleover Community School offers a robust and engaging CPD programme and staff wellbeing is taken seriously here; again, this can be stated with confidence as staff retention at LCS is high.

Opportunities to visit the school, and find out more about the role, are available on Tuesday 14th April at 12.30pm and 2.00pm. Please contact Nicola Kelleher at n.kelleher@littleover.derby.sch.uk to book your visit.

I hope you will consider the information above when making your application to Littleover Community School; we want committed practitioners that will support Littleover Community School students to become life-long learners, and well-rounded citizens.



Best of Luck,

A handwritten signature in black ink, appearing to read 'L. Johnson'. The signature is fluid and cursive, written on a white background.

Mrs L. Johnson
Headteacher

Learning, Caring, Succeeding

Littleover Community School is a Local Authority maintained school with an outstanding Sixth Form, catering for ages 11 - 18 with approximately 1850 students.

Welcome to Littleover

As a school, we are committed to continuous improvement so that we can continue to evolve to match the changing needs of our students, parents and carers, staff and wider school community. We are keen to utilise the latest thinking and technologies to ensure all our students are best equipped to achieve success in the future.

Our governors and staff are fully committed to serving the needs of our school community in these challenging social times, including continuing to develop the very strong academic performance of our school. If you feel you could contribute to this vision, we would be very pleased to receive your application.

Littleover Community School is an 11-18 comprehensive, community school. We are a Local Authority maintained school and have a positive working relationship with Derby City Council.

Our school is situated four miles to the south west of the centre of Derby, in pleasant, spacious grounds. We have a proud academic and pastoral record and the school is always popular with parents and carers looking for school places, within our own catchment area and beyond.

We currently welcome 295 students into Year 7 each year, giving us a current roll of approximately 1850, including a Sixth form of over 350 students.

Student outcomes

We are proud of our students' attainment and progress: Littleover Community School students consistently perform above local and national averages.

Summer 2025 headlines:

- GCSE grades 9-4 in Maths and English 74%
- * Grade 4 and above in English Baccalaureate 49%
- Key Stage 4 students who receive the Pupil Premium achieved in line with their Attainment 8 target on average.
- A*-A grades at A Level 33%
- A*-C grades at A Level 86%



Learning, Caring, Succeeding

Our Vision & Aims

We are an inclusive school which means we are determined to ensure all students achieve the best outcomes possible. Our aims of “Learning, Caring and Succeeding” are the basis for all that we do and students are at the heart of our everyday practice. Looking to improve further is always key. Our school priorities are shared with staff and Governors and our community of parents/carers and students have a say in what we are and what we want to be.

Ofsted

The school was inspected in October 2022 and was judged as ‘Good’ in all areas with ‘Outstanding’ Sixth Form provision.

The full report can be accessed here: [HTTPS://FILES.OFSTED.GOV.UK/V1/FILE/50201266](https://files.ofsted.gov.uk/v1/file/50201266)

“Leaders have high expectations. They have created an inclusive and academic culture. Leaders ensure that all pupils, including pupils with special educational needs and/or disabilities (SEND), achieve well. Leaders help pupils prepare for next steps in their education. Pupils and sixth-form students leave school with the skills and knowledge they need to thrive.

Pupils’ behaviour in lessons is calm and focused. They are eager to share their ideas and knowledge. The vast majority of pupils do not worry about bullying. If they had any concerns, they would report them to staff. Leaders are quick to respond to concerns. The ‘LCS Way’ helps to create a caring and purposeful culture.

Students in the sixth form experience a welcoming and respectful environment. One student said that attending the sixth form has helped them to develop their identity. Students value the support their

teachers provide and the sense of community they share with their peers.

Leaders provide pupils with personal development opportunities. These include the Duke of Edinburgh’s Award scheme as well as sports, arts and music clubs. Some pupils access games club and craft club.

Students in the sixth form join in with enrichment activities. These include pottery classes, learning British Sign Language and a debating society.

Leaders are ambitious about what they want pupils to learn. Sequences of lessons cover a broad range of knowledge. Leaders have ensured that teachers know which knowledge to teach and in what order. This helps pupils to develop their understanding of the subjects they study. Sixth-form students are very knowledgeable and make connections between current and prior learning.”



Why Should You Join Littleover Community School?

Wellbeing - What We Offer

Access to a team of specialist counsellors who are directly contracted to the school to offer support for our staff.

A centralised behaviour system that fully supports teachers, ensures disruption free classrooms and is strengthened by a supportive internal Alternative Provision.

A Leadership Team who fully consider staff workload and wellbeing when considering any changes to practice or systems.

A highly supportive approach to CPD and quality assurances that focuses on every member of staff improving, not proving.

Access to the latest technology, including new high spec laptops for staff.

An approach to pedagogy that ensures we deliver high-quality teaching in each and every lesson, whilst giving staff professional autonomy .

All staff also have access to Education Support's Employee Assistance Programme which includes:

A range of counselling options including telephone, on line or face-to-face sessions, and a mindfulness module

A dedicated coaching service for line managers, aimed at developing soft skills and building confidence for handling challenging situations.

Financial, legal and practical support from qualified professionals on a range of personal issues.

Employment Benefits

There are an extensive range of benefits that are available to you as an employee of Littleover Community School.

For your health and wellbeing there is access to a free on site gym and an employee assistance programme.

You will have access to the Derby City Council Rewards platform, which hosts a wide range of benefits such as the Cycle2Work scheme, benefits and offers at an extensive network of retailers, Tusker Car Lease Scheme and more!

These benefits run alongside other benefits such as access to the Teachers' Pension Scheme or Local Government Pension Scheme (depending on your role), free on-site car parking, free annual flu jab and a friendly, supportive working environment!



Assistant Headteacher - SENDCo

Vacancy Details

Pay scale:	Leadership L12 - L16
Reporting to:	Senior Deputy Headteacher
Contract type:	Permanent
Start date:	September 2026
Closing date:	Monday 20th April 2026

Job Purpose

To ensure that all children and young people at Littleover Community School have the opportunity to fulfil their potential and achieve highly, regardless of their ability, background, or individual needs. You will lead and develop the provision for students with Special Educational Needs (SEN) across the school, ensuring that our approach is ambitious, inclusive, and aligned with the values of the Littleover community.

You will work closely with students, families, staff, and external agencies to coordinate and strengthen support. This includes completing annual reviews, attending parent meetings, preparing and submitting bids for additional funding, and ensuring that statutory responsibilities are met with accuracy and care. Through strategic leadership and effective collaboration, you will help create an environment in which every learner at Littleover Community School is known, valued, and able to thrive.

Duties & Responsibilities

Main Duties

- Provide strategic and operational leadership of SEND provision and intervention programmes for all students identified with SEND needs.

- Raise standards and be accountable for the progress and attainment of all SEND students, leading on outcomes for SEND students requiring intervention/personalised timetables to close gaps and maintain mainstream education.
- Contribute to improving teaching and assessment for SEND learners and advise curriculum coordinators.
- Create a culture of high expectations, aspiration, and pursuit of excellence to drive improvement for all SEND students.
- Manage SEND systems and processes (register, provision map, EHCP cycles).
- Ensure all staff recognise and fulfil their statutory responsibilities for SEND students.
- Ensure the School meets all statutory requirements for SEND students; and that provision and policies meet individual needs within an appropriately broad and balanced curriculum.
- Effectively plan and manage equitable deployment of SEND budget and physical resources.

Teaching, Learning and Assessment

- Ensure rigorous monitoring and intervention for students with SEND.
- Support teachers to meet the needs of SEND learners through training, advice, and SEND QA.
- Lead on and implement School wide approaches to SEND.
- Lead on and develop an effective CPD programme which develops staff expertise and disseminates procedural information such as EHCP's, the SEND Code of Practice, and SEND Policy.
- Ensure students are set targets in line with expected levels of progress and that progress is monitored through a rigorous programme of intervention and review.
- Organise appropriate support to meet statutory requirements and individual needs during internal and external examinations, where necessary.

Assistant Headteacher - SENDCo

- Undertake regular quality assurance activities in line with school requirements and to monitor and review the effectiveness of provision.
- Liaise regularly with the Local Authority SEND Team.
- Challenge under performance in SEND provision and escalate where necessary.
- Undertake assessments and reviews in line with statutory requirements and needs;
- Ensure Education Health Care and other plans to support students are monitored termly;
- Take an active role in coaching, modelling, and supporting staff to continually improve their practice.
- Ensure appropriate liaison with external agencies, examination boards, further education, and other external agencies to meet the needs of SEND students.
- Ensure accurate records are kept of meetings with parents and outside agencies.
- Ensure SEND learners receive appropriate attendance support and adjustments.
- Support the consistent application of the Behaviour Policy and approaches to ensure students conduct themselves in an appropriate manner.
- Ensure consistent approaches to behaviour management so that use of derogatory language, aggressive or bullying behaviour, and stereotyping are challenged.

SEND Curriculum Development and Innovation

- Advise curriculum leaders to ensure curriculum pathways and adjustments meet SEND needs.
- Maximise opportunities for all students to achieve progress in line with expectations.
- Ensure continuity of learning and of progression for all SEND students at each key stage.
- Provide mapped personalised and bespoke learning pathways for specific groups and vulnerable students.
- Ensure provision maps are up to date and monitored at least termly so that intervention programmes target the right students and resources are deployed effectively.
- Ensure students on alternative or bespoke timetables are well supported to access increased mainstream provision.

Personal Development, Behaviour and Welfare

- Advise pastoral teams on SEND-related behaviour needs and ensure adjustments are applied.
- Explore opportunities to increase engagement with parents of SEND students.

Other Leadership

- Attend SEND-related leadership meetings as required.
- Monitor SEND budget use and make recommendations for approval to Line Manager.
- Effectively line manage the Deputy SENDCo and Teaching Assistants' in line with their job descriptions.
- Coordinate and manage Teaching Assistant's timetables, ensuring appropriate coverage across classes and supporting efficient deployment of staff.
- Contribute to staff CPD to support improvements for students with additional needs.
- Undertake any professional duties, reasonably delegated by the Headteacher.
- Support the Headteacher in establishing a culture of learning, caring and succeeding.
- Maintain a visible, professional and high profile across the School.
- Provide a supportive, professional ethos, always leading by example.
- Lead the SEND section of SEF/SIP and contribute SEND analysis to whole-school plans.

Assistant Headteacher - SENDCo

- Demand ambitious standards for all students, overcoming disadvantage and advancing equality.
 - Support the smooth running of SEND provision.
 - Support the smooth running of SEND provision and the Extended Learning department
 - Assist with the recruitment and retention of high-quality SEND support staff.
 - Prepare agendas, chair meetings and keep records in accordance with role and line management responsibilities.
 - Contribute to keeping School policies, the website and other documentation up to date.
 - Represent the School at SEND-specific meetings (LA panels, multi-agency reviews).
 - Support and encourage extra-curricular activities to enhance the School learning experiences.
 - Work with primary schools, secondary partners and network groups as appropriate;
- Policy and ensure safe working practices in the performance of all duties.
 - Uphold and promote the principles of the School's Equal Opportunities Policy in all aspects of the role.
 - Adhere to all other relevant School policies and procedures.
 - Undertake any training and professional development necessary to effectively carry out the duties of the post.
 - Perform any other reasonable duties commensurate with the level and responsibilities of the role, as directed by the Headteacher.

Safeguarding

- Work in line with statutory safeguarding guidance e.g. Keeping Children Safe in Education, PREVENT and our safeguarding and child protection policies;
- Work with the Designated Safeguarding Lead (DSL) to promote the best interests of students, including sharing concerns where necessary.
- Promote the safeguarding of all students in the school.

The post holder is expected to:

- Maintain strict confidentiality and adhere to data protection legislation and associated school data protection policies at all times.
- Demonstrate a clear understanding of, and commitment to, safeguarding and child protection, maintaining an awareness of relevant procedures and responsibilities.
- Comply with the School's Health and Safety



PERSON SPECIFICATION

1. Knowledge and Experience

	Essential	Desirable
Experience supporting students with a range of SEND needs in a secondary setting.	X	
Experience coordinating EHCP processes and statutory reviews.	X	
Experience working collaboratively with families, external agencies, and multi-professional teams	X	
Experience contributing to or leading SEND provision, interventions, or support strategies.	X	
Experience in a middle-leadership or whole-school role.	X	
Experience designing or delivering staff training or CPD.		X
Strong understanding of the SEND Code of Practice and statutory responsibilities	X	
Knowledge of effective adaptive teaching strategies and inclusive classroom practice.	X	
Understanding of safeguarding principles and the needs of vulnerable learners.	X	
Awareness of local authority SEND processes and Derby-specific pathways.		X
Understanding of current educational research relating to inclusion and SEND.		X

2. Qualifications

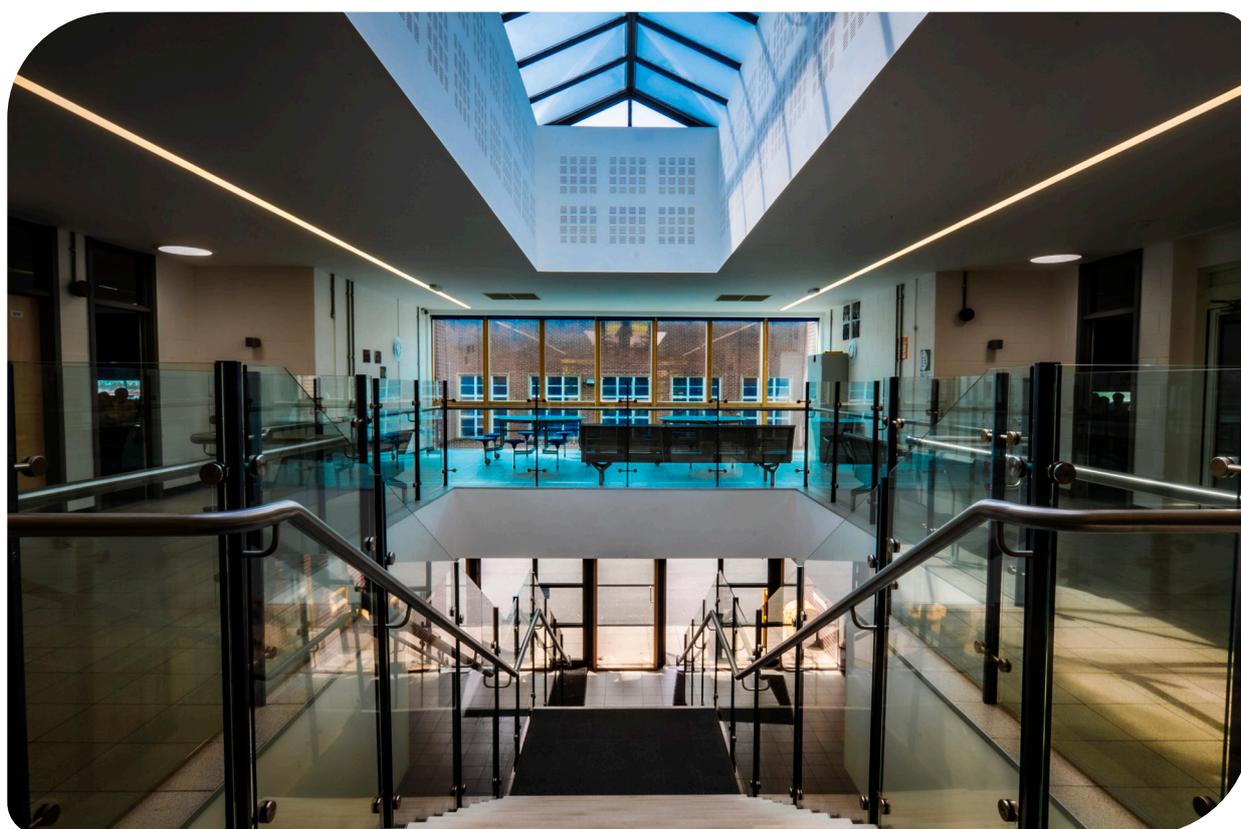
	Essential	Desirable
Qualified Teacher Status (QTS).	X	
National Award for SEN Coordination (NASENCO), or willingness to complete it within the required timeframe.		X
Additional SEND-related qualifications or training.		X
Leadership, coaching, or mentoring accreditation.		X
JCQ Access arrangements accessor qualification.		X

3. Personal skills and qualities

	Essential	Desirable
Resilient, reflective, and committed to continuous improvement.	X	
Compassionate, patient, and student-centred.	X	
Ability to inspire and enthuse young people.	X	
Passion for teaching.	X	
A strong belief in the potential of every young person.	X	
A role model for the school's core values of Learning, Caring and Succeeding.	X	
A positive, solution-focused approach to challenges.	X	
Creativity in problem-solving and provision design.	X	
A willingness to contribute to wider school life and enrichment.	X	
Excellent communication skills, with warmth, clarity, and empathy.	X	
Ability to build trusting, positive relationships with students, families, and colleagues.	X	

3. Personal skills and qualities

	Essential	Desirable
Strong organisational and time-management skills.	X	
Ability to analyse data and use it to inform provision and intervention.	X	
Ability to lead, motivate, and support a team of support staff.	X	
Ability to design and deliver high-quality CPD.	X	
Ability to develop innovative approaches to SEND provision and whole-school inclusion.	X	
Sense of humour and the capacity to manage stressful situations	X	
Willingness to contribute to extra-curricular activities	X	
To share the school's commitment to safeguarding and child protection and be familiar with the Safeguarding and Child Protection Policy and other relevant school policies	X	



Equality, Diversity & Safeguarding

Littleover Community School is proud of the cultural diversity of our school community.

Equality & Diversity

Littleover Community School is proud of the cultural diversity of our school community. We welcome enquiries from everyone and also value the diversity of our workforce. As such, the school actively promotes equality of opportunity for all with the right mix of talent, skills and potential.

Derby City Council's Equality Commitment

<https://www.derby.gov.uk/community-and-living/equality-diversity/our-equality-commitment/>

We welcome applications from a wide range of candidates, including those with criminal records. As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Littleover Community School complies fully with the DBS Code of Practice <https://www.gov.uk/government/publications/dbs-code-of-practice> and undertakes to treat all applicants for positions fairly. Littleover Community School undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed and can only ask an individual to provide details of convictions and cautions that they are legally entitled to know about.

Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended) and where appropriate Police Act Regulations (as amended), Littleover Community School can only ask an individual about convictions and cautions that are not protected.

DBS offers a sensitive applications route for transgender applicants, more information on this can be found at <https://www.gov.uk/guidance/transgender-applications>

Littleover Community School selects all candidates for interview based on their skills, qualifications and experience.

Safeguarding

Littleover Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An offer of employment will be subject to the receipt of a satisfactory enhanced level DBS disclosure with a children's barred list check, two satisfactory references and successful completion of vetting procedures.

In accordance with the statutory guidance, Keeping Children Safe in Education (KCSIE), an online search will be conducted as part of due diligence on shortlisted candidates.

Copies of our Child Protection and Safeguarding Policy, along with other school policies, are available on our website at: <https://www.littleover.derby.sch.uk/information/policies-compliance>

We would advise anyone applying for a position at LCS to read the above documents, along with the following Keeping Children Safe in Education document: <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

