



Position: Assistant SENCO - KS3

Salary/Hours: Single Status Grade 10 (range 26-28) point 26. Term time plus 5 days, actual salary £31,902.46.

Closing Date: 9am Thursday 4th June 2026
Early applications are encouraged

Interview Date: Tuesday 9th June 2026
The Academy reserves the right to close the application early for the right candidate



Dear Candidate,

Thank you for your interest in joining us at Bexhill Academy. We are a school that is proud to be part of our local community and we work hard to serve our local families. We are a happy and supportive team and we ensure that the well-being of all staff members is a priority.

Bexhill Academy is part of the Attwood Academies Trust. We are a larger than average secondary school with approximately 1500 students currently on roll. Bexhill is a beautiful seaside town and is best known for the De La Warr Pavilion and being the home to the first British motor race.

We have recently been judged as 'Good' in all areas by Ofsted (June 2025). The school has undergone significant improvement in the last few years and is now in an excellent position to take this improvement to the next level. We have a team of hardworking, dedicated, caring, passionate and talented staff that are committed to Bexhill Academy being the best school it can possibly be. As a staff body we are aligned into providing the very best education and school experience for each and every one of our students. We have high standards throughout and ensure that there is clarity and purpose in everything that we do.

We offer a number of excellent staff benefits for our employees including a comprehensive Employee Assistance Programme (EAP) and a healthcare scheme. We have a partnership with the Mulberry schools trust, which is a high performing Multi Academy Trust of schools that are based in London. This offers our staff excellent CPD opportunities and offers our students numerous exciting opportunities.

If you are an individual that will be committed to ensuring the best education and school experience for all students then we would love to hear from you.

We look forward to meeting you.



Dr Craig Neal
Headteacher

Job Advert

We are seeking to appoint an inspirational and enthusiastic Assistant SENCo to join our dedicated and ambitious SEND team. You will require exceptional interpersonal skills and high emotional intelligence, enabling you to build strong relationships with students, families, staff and external professionals. You will work closely with the SENCo to lead and support a skilled team, contributing to the strategic development of SEND provision and ensuring that pupils are supported to engage, thrive and achieve. The successful candidate will be confident working collaboratively and creatively, with a shared commitment to inclusive practice and high expectations for all learners.

Our school is unique, exciting and innovative – our philosophy is inclusive and founded on respect. If you feel this fits with your own value set and you have a track record of leading change, raising standards and you strive for excellence, then this might be just the role for you.

Pre-Application enquiries are encouraged. Please contact recruitment@bexhillacademy.org for more information.

Please see our website www.bexhillacademy.org under 'about us' and then 'recruitment' for more details and to access the application form.

Please note that we do not accept CVs or approaches from agencies. Completed Bexhill Academy application forms should be sent to recruitment@bexhillacademy.org

Bexhill Academy is committed to safeguarding and promoting the welfare of children and young children, therefore all positions are subject to an Enhanced Disclosure and Barring Service check (DBS).

Job Description

Teaching and Supporting at Bexhill Academy

Teachers and support staff at Bexhill Academy make the education of their pupils their first concern. They seek to achieve the highest possible standards in work and conduct, act with

integrity and have strong subject knowledge. Through endeavour, they keep their knowledge and skills as current as possible, remaining at the forefront of pedagogy and educational research.

Post: Assistant SENCO - KS3

Accountable to: SENCO

Principal Accountabilities:

Purpose of the Role

To support the SENCO and Teaching & Learning Team in leading and developing SEND provision, with a specific strategic focus on supporting students' transition into Key Stage 4. The postholder will play a key role in ensuring that SEND students are well prepared for KS4 pathways, have appropriate provision in place, and are supported to achieve positive outcomes.

What You Have to Achieve

Secure strong academic, social and emotional outcomes for students with SEND
Ensure smooth, well-planned transition from KS3 to KS4, including preparation for examination courses, alternative pathways and vocational routes
Promote inclusive practice and high expectations across the school

Key Responsibilities

Curriculum, Provision and Practice

Demonstrate a strong understanding of current developments in KS3 and KS4 curriculum and SEND practice
Contribute to the development and implementation of appropriate KS4 pathways, including alternative provision, vocational options and personalised learning programmes
Support strategic planning to ensure students' needs are met as they move through KS3 and into KS4
Maintain accurate, up-to-date records in line with school systems and statutory requirements
Reflect on and evaluate own practice to support continuous improvement

Staffing: Support for Staff

Support teaching staff in planning and adapting work programmes for individuals and groups of students with SEND

Provide advice and guidance on universal provision, including Student Support Profiles and Additional Needs Plan (ANP) documentation

Work as part of the Teaching and Learning Team to lead on KS3–KS4 transition processes, including staff briefings and parental workshops

Plan and deliver elements of CPD and training for Inclusion Team members and wider staff, particularly in relation to transition and preparation for KS4

Provide information on student progress for parents/carers, staff and senior leaders as required, and coordinate feedback for reviews

Monitor students and raise concerns promptly with the SENCo or relevant senior staff

Support for Students

Deliver SEND support as directed by the SENCo and evaluate the impact of interventions and provision

Take a lead role in coordinating the ANP process for students in Years 8 and 9

Meet with students to gather student voice, particularly around aspirations, anxieties and readiness for KS4

Support the physical, emotional, intellectual and social development of students through targeted intervention and mentoring

Promote inclusion both through quality-first teaching support and targeted interventions

Meet with students to complete and update Student Support Profiles

Lead and coordinate the student transition process into KS4, including preparation meetings, transition plans and liaison with staff

Administration

Maintain accurate records of student progress, concerns and provision

Record and monitor interventions and outcomes using EduKey

Support the SENCo with documentation and evidence linked to annual reviews for students with an EHCP

Other Related Duties

Support students with personal organisation and communication with home where appropriate

Organise and manage learning environments and resources within Inclusion and intervention spaces

Provide SEND cover where required

Liaise with external agencies as appropriate

Provide tours for prospective parents and students, particularly those with SEND

Support the induction of new staff within the Inclusion Team

Other Possible Duties

Carry out assessments including spelling, NGRT and other diagnostic tools

Select and prepare resources for targeted interventions

Act as a mentor for TA apprentices

Support transition activities for SEND students, including targeted visits and personalised transition programmes

Staffing:

Staff Development: Recruitment / Deployment of Staff:

- To take part in the academy's staff development programme
- To work as a member of a designated team and to contribute positively to the team ethos.

Quality Assurance:

To contribute to the quality assurance procedures and policies of the academy.

Management Information:

- To maintain appropriate records and to provide relevant accurate and up-to-date information as appropriate for teaching colleagues/parents and carers and external agencies.
- To be responsible for developing and maintaining personal development records

Communications:

- To communicate effectively with colleagues, the parents of students as appropriate
- Where appropriate, to communicate and cooperate with persons or bodies outside of the school
- To follow agreed policies for communications in the academy

Management of Resources:

- To contribute to the process of the ordering department supplies through the appropriate channel.

Other Specific Duties:

- To play a full part in the life of the academy, to support its distinctive aim and to encourage staff and students to follow this example
- To continue personal development as agreed
- To comply with the academy’s health and safety policy and undertake risk assessment as appropriate

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

The job description is current at the date shown, but following consultation with you, may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

The 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 subject to an Enhanced DBS check.

Person Specification		
Criteria	Essential	Desirable
Education	Educated to at least Level 5 (e.g. foundation degree, diploma or equivalent)	Degree or equivalent higher-level qualification



Qualifications	GCSEs (or equivalent) at Grade C / 4 or above in English and Maths	SEND-related qualifications (e.g. HLTA, SEND or Inclusion qualifications)
Experience	<ul style="list-style-type: none"> • Significant experience supporting students with SEND in a secondary or similar setting • Experience working collaboratively with teachers and support staff • Experience contributing to or leading aspects of SEND provision 	<ul style="list-style-type: none"> • Experience working in a SEND leadership or coordination role • Experience supporting transition between key stages • Experience of working with external agencies
Knowledge	<ul style="list-style-type: none"> • Secure understanding of the SEND Code of Practice and graduated response (Assess–Plan–Do–Review) • Understanding of inclusive practice and universal provision • Sound knowledge of safeguarding procedures in a school environment 	<ul style="list-style-type: none"> • Knowledge of KS4 pathways, alternative provision or examination access arrangements • Understanding of SEND assessment tools and intervention programmes
Skills & Abilities	<ul style="list-style-type: none"> • Excellent communication and interpersonal skills • Ability to support and advise staff on SEND strategies • Strong organisational skills and ability to maintain accurate records (e.g. EduKey) • Ability to work strategically and manage competing priorities • Ability to reflect on and improve own practice 	<ul style="list-style-type: none"> • Ability to plan and deliver staff training/CPD • Confidence in analysing data and measuring impact of interventions
Personal Qualities	<ul style="list-style-type: none"> • High levels of emotional intelligence and professionalism • Resilient, proactive and solution-focused • Committed to inclusive values and high expectations for all students • Able to work both independently and as part of a team 	<ul style="list-style-type: none"> • Aspirational and committed to career development within SEND leadership
Commitment and other requirements	<ul style="list-style-type: none"> • Commitment to safeguarding and promoting the welfare of children and young people • Commitment to equality, diversity and inclusion 	<ul style="list-style-type: none"> • Willingness to contribute to wider Inclusion developments across the school

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| | <ul style="list-style-type: none">• Willingness to undertake further training as required | |
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Our School

Creating the Best Opportunities for All

At Bexhill Academy, we strive to create equal opportunities for all our students, ensuring that they have access to the best resources and support to thrive academically and personally. Our inclusive approach celebrates diversity, fostering an environment where students from all backgrounds can learn from one another and develop essential life skills such as empathy, tolerance, and respect. We provide a variety of academic pathways and personalized support systems, tailoring our educational approach to meet the unique needs and aspirations of each student. By nurturing their individual strengths and talents, we equip our students with the skills and knowledge needed to succeed in an ever-changing world.

It's important for us to recognise that the little things matter. Smart uniform, manners, kindness, and punctuality are something we promote within our academy as we feel this embeds a deep sense of pride and self-respect within our students.

In conclusion, Bexhill Academy is dedicated to providing an exceptional educational experience that combines academic excellence, personal growth, and a supportive community. We foster a culture of aspiration, challenge our students to reach their full potential, and create equal opportunities for all. Join us at Bexhill Academy, where we believe in the power of education to transform lives and shape a brighter future.

Wellbeing

We understand that well-being is paramount to academic success. Our school offers a comprehensive well-being program for staff and students that focuses on building resilience, promoting a healthy lifestyle, and equipping us all with the tools to manage stress and navigate challenges. Through a range of extra-curricular activities, student leadership opportunities, and community service initiatives, we actively encourage personal growth, self-discovery, and the development of essential life skills. Our dedicated well-being team provides guidance and support, ensuring that staff and students have access to the resources they need to flourish both inside and outside of the academy.