



The
**Balcarras
Trust**

Applicant Pack Assistant SENDCo





The Balcarras Trust came into existence on December 1st 2020. We are a Multi Academy Trust based in Gloucestershire. Prior to this the company (Balcarras School) was a Single Academy Trust.

The Mission Statement of The Balcarras Trust:

The Balcarras Trust is committed to delivering outstanding inclusive, comprehensive education in each of its schools. Every child within the Trust will be expected, encouraged and supported to reach their full potential and, when they leave school, to be fully equipped to go on to be successful in the next phase of their lives.

The Trust will establish and maintain high standards of teaching, pastoral care and behaviour in its schools. No child will be “left behind.” There will be excellent opportunities for extra-curricular activities.

Each member of staff in the Trust’s schools will be an excellent role model and will play their part in ensuring that each school in the Trust will have its own special ethos. Students will feel proud of their school.

Balcarras is a co-educational 11-18 comprehensive school situated in Charlton Kings on the Eastern side of Cheltenham. Consistently rated outstanding by Ofsted, it has also been recognised by The Sunday Times as the highest performing comprehensive school in the Southwest. Balcarras performance at A-level and GCSE is amongst the highest for any school in the country.





Currently there are three schools in the Trust:

Balcarras: an 11-18 coeducational academy with 1402 pupils on roll. Consistently rated outstanding by Ofsted, the school secures superb outcomes at both GCSE and A-level. Recently, the school was awarded the Sunday Times Southwest State School of the Decade Award. The school is led by Dominic Burke (Headteacher). Balcarras is the lead school in the GLOW Maths Hub and the Balcarras Teaching School Partnership. Balcarras is located in Charlton Kings and is currently where the Trust's registered office is located.

The High School Leckhampton: a brand new 11-16 coeducational comprehensive academy with an eventual capacity of 900. The school opened in September 2021 initially on the Balcarras site. It transferred to its own purpose built accommodation in September 2022. It now occupies a beautiful campus at Farm Lane in Leckhampton. This facility cost £35 million and is state of the art. The school is led by Helen Wood (who combines this role with being CEO of the Trust) and has for the first two years of its existence been oversubscribed. It achieved "outstanding" during its first full graded inspection in 2024.

Winchcombe School: a high-performing school with high expectations for their students balanced against a supportive environment to help every individual towards success. The school is led by Parin Gohil and has gone from strength to strength. It achieved record GCSE results in 2022 and 2023 placing it amongst the most successful secondary schools in the county. The school is relatively small and visitors often comment on the 'family feel' which the school rightly prides itself on. Set in an idyllic location with excellent facilities they offer an environment for learning that is both unique and stimulating. A recent multi-million pound investment has added new and refurbished facilities in Sport, Science, Technology and Drama. The school was last inspected by OFSTED in 2024 and it was rated good in all areas. In addition, the Trust has a wider role as a system leader:

Outreach work: The Balcarras Trust is a leading provider of professional development for educators. The Trust runs the GLOW Maths Hub which is responsible for leading maths education in this region. GLOW has an annual turnover of close to £1 million. The Trust has the contract to run the Teaching School Hub for Cheltenham, Stroud and The Cotswolds.

The Trust runs its own School Direct teacher training programme working alongside the Gloucestershire Initial Teacher Education Programme (GITEP) which is run by the Gloucestershire Association of Secondary Headteachers Limited (GASH). In 2024 Balcarras became the lead school for GITEP.

We mention these initiatives because we believe it demonstrates our commitment to professional development and the importance of collaboration.





Balcarras Aims and Values

We provide our pupils with an education of the highest quality so that they leave us with the qualifications, skills and personal qualities they need to lead a successful life.

To achieve this, we will ensure:

Our commitment to the highest academic standards

A caring and stimulating environment

A wide range of extra curricular activities

A partnership with parents, business and the local community





What is it like working at Balcarras?

It is a very exciting and rewarding time to be working at Balcarras. Our latest GCSE grades were extraordinary and put us in the Top 30 comprehensive schools in the country based on the percentage of pupils gaining 5+ in English and Maths. At A-level the picture was similar. We were listed by the Sunday Times as the second highest performing comprehensive school in the Southwest in Parent Power published in November 2023. It is this commitment to the highest academic standards, whilst at the same time being a caring and stimulating environment, that makes Balcarras feel different from anywhere else.

As part of the Balcarras Trust, our teaching staff have access to outstanding professional development networks including NPQs and ECTs if appropriate.

Balcarras is a great place to work, from staff football, staff choir, wreath making sessions to Chinese cookery – Balcarras creates opportunities for staff cohesion. We recently ran a whole Trust staff inset on staff wellbeing that covered topics such as physical well being, mental well being, financial wellbeing and reducing workload. Both staff and pupils benefit from Buddy the school dog who is the one of best appointments ever made!

What is the surrounding area like?

Members of staff moving into the area to join Balcarras have a wide variety of locations from which to choose. There are the large urban areas of Cheltenham and Gloucester together with the many modern housing developments clustered around them, the older market towns such as Cirencester and the smaller villages and hamlets of the Cotswolds. Within a short distance of the school it is possible to find both the facilities of a thriving urban area and the tranquillity of unspoiled countryside.

Balcarras occupies an attractive site at the very edge of Charlton Kings. The woods and fields of the Cotswold escarpment rise up to the east and southeast, while in other directions there is housing surrounding the old village centre.





Assistant SENDCo – General Job Description

JOB TITLE: Assistant SENDCo

HOURS: Full time, term time only (plus 5 x inset days)

RESPONSIBLE TO: SENDCo

GRADE: Point 26-28 £33,677.69 - £35,369.01 Actual salary
FTE £38,510-£40,444

MAIN PURPOSE:

The Assistant SENDCo works closely with the SENDCo to support the effective coordination, implementation and evaluation of provision for pupils with Special Educational Needs and Disabilities (SEND). The role contributes to ensuring that pupils with SEND are identified early, supported appropriately, and enabled to make good progress academically, socially and emotionally.

The postholder will support inclusive practice across the school by working collaboratively with teaching staff, support staff, parents/carers and external agencies. This will also include helping to ensure statutory requirements are met and that the school's SEND provision reflects best practice and the SEND Code of Practice.

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Assistant SENDCo will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or SEND Line Manager.



Assistant SENDCo – General Job Description

MAIN DUTIES AND RESPONSIBILITIES:

As Assistant SENDCO, you will work alongside the SENDCO to support the strategic and operational leadership of SEND provision across the school.

Your responsibilities will include:

- Supporting the SENDCO in the day-to-day coordination and development of SEND provision, including the daily deployment of teaching assistants and liaising with the exams team to organise access arrangements.
- Helping to ensure the school's SEND policy, procedures and provision are effectively implemented including ensuring accurate record keeping on provision map and pupil passports.
- Working closely with teachers and support staff to identify pupils' needs, ensuring appropriate support and reasonable adjustments are in place, noting them on the individual pupil passport for each child on the SEND register.
- Supporting the monitoring, assessment and review of pupils with SEND using the Gloucestershire Graduated Pathway of 'assess, plan, do, review', including attending relevant team around the child meetings and writing My Plans as part of this process.
- Contributing to the development and review of Education, Health and Care Plans (EHCPs), pupil passports and other SEND administration relating to ensuring children have the support outlined on the plans.
- Liaising effectively with parents and carers, ensuring that communication is supportive, professional and solution-focused, including attending parents' evenings, responding to parent emails and new SEND referrals.
- Working collaboratively with external professionals and agencies involved in supporting pupils and completing relevant documentation associated with this process.
- Contributing to staff training and supporting staff with advice, guidance and strategies to meet a range of additional needs, including working in collaboration with the SENDCo to plan and facilitate the annual department INSET.
- Working collaboratively with the SENDCo to promote an inclusive culture where every pupil is valued and supported including attending weekly meetings and deputising when required.
- Support relevant school staff throughout Year 6 transition including primary including attending primary EHCP annual review meetings, school visits, parent meetings and all associated paperwork.



Person Specification– Assistant SENDCo

Qualifications & Training

Essential:

- Good standard of GCSEs (or equivalent), including English and Maths
- Evidence of relevant CPD related to SEND

Desirable:

- Additional qualifications in SEND or inclusion (e.g. autism, SEMH, dyslexia)
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Experience

Essential:

- Experience of working with students with Special Educational Needs and Disabilities (SEND) in a secondary school setting
- Experience supporting differentiated teaching and inclusive classroom practice
- Experience working with a range of needs (e.g. ASD, ADHD, SpLD, SEMH)
- Experience liaising with staff, parents/carers, and external agencies

Desirable:

- Experience assisting in coordinating SEND provision or interventions
- Experience of EHCP processes, reviews and paperwork
- Experience using SEND management systems (e.g. Provision Map, Bromcom)

Person Specification continued– Assistant SENDCo

Knowledge & Understanding

Essential:

- Sound knowledge of the SEND Code of Practice (2015)
- Understanding of statutory requirements for SEND in schools
- Knowledge of strategies to support students with barriers to learning
- Understanding of safeguarding and child protection procedures
- Awareness of inclusive teaching strategies and adaptive practice

Desirable:

- Knowledge of exam access arrangements
- Familiarity with current research and best practice in SEND
- Understanding of transition processes (KS2–KS3 and post-16)

Skills & Abilities

Essential:

- Excellent communication and interpersonal skills
- Ability to work collaboratively with teaching staff and support staff
- Strong organisational and administrative skills
- Ability to analyse data and track progress of SEND students
- Ability to support the planning and delivery of interventions
- Ability to build positive relationships with students and families
- High level of written skills for reports and documentation

Desirable:

- Confidence in delivering training or guidance to teaching assistants and teachers
- Ability to contribute to whole-school SEND strategy



Person Specification continued– Assistant SENDCo

Personal Qualities

Essential:

- Commitment to inclusion and equal opportunities
- Empathy, patience, and resilience
- Professional integrity and confidentiality
- Ability to work proactively and use initiative
- Flexible, adaptable approach to work

Desirable:

- Passion for improving outcomes for SEND learners
- Reflective practitioner with commitment to continuous improvement

Other Requirements

- Commitment to safeguarding, promoting the welfare of children and young people
- Willingness to participate in school events, meetings, and training
- Ability to work within school policies and procedures



Selection Process

- After the deadline for the position has passed there will be a shortlisting meeting with the Headteacher, Head of Department/Line Manager to review the applications.
- Qualifications, experience and suitability for the post will be considered during the shortlisting process.
- Unsuccessful applications will be notified by email. Unsuccessful candidates can request feedback by email.
- Successful applicants will be invited for interview by telephone or email.
- References will be requested at this stage.
- Please stipulate clearly on your application form should you wish for your references not to be checked prior to job offer.
- A formal letter confirming the interview arrangements and plan for the day will then be emailed to candidates including details of documentation that will be required to be presented on the day.
- One of the requirements of the day will be to complete a "Declaration of Criminal Record and other information" check.
- If you have a DBS certificate from your current work place, you will be required to show this.
- Candidates will be required to undergo a formal interview (including safer recruitment questions) and where appropriate a task. All information concerning the day will be provided in the formal letter.
- A decision will be made on the day where possible.
- Both successful and unsuccessful candidates will be notified by telephone where possible.

For all enquiries about this position please email jobs@balcarras.gloucs.sch.uk

<https://www.thebalcarrastrust.co.uk>