



THE AVENUE SCHOOL  
SPECIAL NEEDS ACADEMY  
[www.avenue.reading.sch.uk](http://www.avenue.reading.sch.uk)

The Avenue is a day school for pupils aged 2 – 19 with complex special needs including those with significant health needs and autism. It is a friendly, well-equipped and well-resourced school with an outstanding OFSTED rating. Due to expansion, we have the following job vacancies:

## SENDCO

**Leadership Scale 10 – 12 • Full time, Term Time only  
+ INSET DAYS • 35 hours per week • Starting Summer term 2022**

We have a unique career development opportunity for an experienced SENDCo who will have additional responsibility of line managing an identified learning pathway.

Working alongside SLT, the role will involve effectively promoting SEND as a whole school priority and leading on the co-ordination of the Annual Review Process including Adulthood plans and transition reviews.

The successful candidate must be organised with good administrative, reporting writing and IT skills. You must have a positive and helpful approach with good communication and line management skills and be able to establish effective working relationships. Due to the nature of the role, a high level of sensitivity and confidentiality is required and the successful candidates must be flexible and be able to work under pressure with changing demands and deadlines.

## ASSISTANT SENDCO

**UPS, TLR 2 Min + SEN Max • Full time, Term Time only  
+ INSET DAYS • 35 hours per week**

The Assistant SENDCo will work closely with the SENDCo managing the annual review process, helping to establishing best practice across the school and developing relationships with parents, the local authority and other multi agencies that positively support SEN pupils.

The successful candidate will be a highly organised, exceptional teacher with SENCo experience. You will be passionate about supporting pupils to be successful in their education and personal development and will be a good communicator and be a proactive team member. There will be a teaching requirement.

## PA TO THE HEADTEACHER/ CLERK TO GOVERNORS

**NJC Scale point 28 - 31, starting salary £25,788 pa. plus overtime  
Full time, Term Time only + INSET DAYS • 35 hours per week  
plus Governor's meetings**

We are looking for a pro-active and confident PA to support our Headteacher and clerk to governors. You will be a key member of staff and enjoy working in a fast paced and child centred environment.

You must be adaptable and be able to prioritise a busy and often conflicting workload with resilience, be organised with good administration skills and a stickler for accuracy. You must have a positive and helpful approach and be able to establish effective working relationships. Due to the nature of the role, a high level of confidentiality is required as well as excellent IT skills.

Previous PA experience is essential, ideally in an educational setting.

## SUPPORT ASSISTANTS

**NJC 7 – 11 (£14,346 - £15,848) • Full time & Part time, 8.30am to 3.15pm, Term Time only & Inset Days • Starting January 2022**

Are you a naturally caring person who wants the best for children? If yes, come and make a difference to the lives of pupils with Special Educational Needs.

Support Assistants work as part of a team providing care and learning experiences for our pupils encouraging them to develop to the best of their potential.

We are looking for people who are patient, caring, supportive, flexible, have a good sense of humour, enjoy using their initiative and working as part of a team.

Previous experience of working with children and young people with SEN is an advantage but not essential as full training will be provided. Successful candidates need to be physically fit.

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**FOR INFORMATION ABOUT OUR WONDERFUL SCHOOL AND TO APPLY FOR OUR POSITIONS, please visit the vacancy page of our website:  
[www.avenue.reading.sch.uk](http://www.avenue.reading.sch.uk) and fill out the forms. All completed forms must be returned to [recruitment@avenue.reading.sch.uk](mailto:recruitment@avenue.reading.sch.uk) by the closing date.  
For more information or to arrange a tour of the school, please call Vanessa Carrick on 0118 214 5257. Closing date: 9am, Monday 29 November 2021.**  
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### THE AVENUE SCHOOL • SPECIAL NEEDS ACADEMY

Conwy Close, Tilehurst, Reading RG30 4BZ

E: [recruitment@avenue.reading.sch.uk](mailto:recruitment@avenue.reading.sch.uk) • T: 0118 214 5257

*We are an Equal Opportunity Employer.  
Safeguarding our pupils is our priority.*

