

Assistant SENDCO Advert

Hours:	32.5 Hours Per Week (Monday to Friday), Term Time Only + 10 days
Salary:	Grade 10, Currently £36,580 - £39,481 FTE (Actual Salary £33,674 - £36,344)
Start Date:	As soon as possible

We are looking for an enthusiastic and energetic person to join our school as an Assistant SENDCO within our supportive and experienced SEND team.

The Elton High School is a significantly oversubscribed school with a tradition of excellence. We have a history of high achievement with results regularly placing us as amongst the highest performing schools in Bury LA and amongst the top proportion of schools in the country. The successful applicant will be part of a strong team who provide dedicated support to all of our students whilst working alongside the teaching staff.

Purpose and Objectives of Post:

The Assistant SENDCO is a senior support staff role within the Special Education Needs and/or Disabilities (SEND) department, which sits within the wider Student Support Team. This is a student-facing role, and the postholder will work with colleagues to ensure that all students' needs are met and that they are supported to develop a love of learning which enables them to fulfil their potential.

The main role of the Assistant SENDCO is to:

- Design and manage HLTA & TA timetables, adapting them as needed to meet student needs, feedback from stakeholders, and whole-school operational priorities.
- Assist the SENDCO to maintain an accurate SEND register, updating it regularly in response to staff referrals, feedback from stakeholders, and emerging student needs.
- Take responsibility for agreed learning activities, e.g., delivery of ASDAN and supervision for students within The Hub, including those with additional needs: Behavioural and SEND, including SEMH.
- Within an agreed system of supervision, plan challenging teaching and learning objectives and activities for individuals/groups/whole class and adjust work/lessons as appropriate.
- Assess/screen, record and report the needs of students and use detailed knowledge and specialist skills to support students' learning.
- Provide feedback to stakeholders on students' progress and achievement.

We have a constant focus on ensuring that all of our team feel supported to give of their best and to have a work life balance. We pride ourselves on taking a proactive approach to promoting the wellbeing of everyone in our school community. Our staff enjoy working here, so this is a rare opportunity to join our staff in a key role, contributing to our next steps in pushing Elton to realise its potential as one of the very best schools in the Greater Manchester area. Visits to the school are welcomed. Please contact the Deputy Headteacher, James Tomlinson: (tomlinsonj@eltonhigh.bury.sch.uk) to arrange.

The school has excellent transport links with the M60, M61, M62 and M66 Motorways crisscrossing the area plus the Metrolink Light Rapid Transit system with a fast and frequent service from Bury centre through Manchester city centre to East Didsbury.

The Elton High School
Assistant SENDCO ADVERT
September 2026

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Appointment is subject to a satisfactory enhanced disclosure from the DBS.

Please visit our website www.eltonhigh.bury.sch.uk/vacancies or contact Mrs Andrea Poole, PA to Headteacher, via email poolea@eltonhigh.bury.sch.uk for an application pack.

Deadline for applications is **10:00am on Friday 25th September 2026**