



Waterloo
Primary Academy

RECRUITMENT INFORMATION
&
APPLICATION PACK

Assistant SENDCo
Waterloo Primary Academy



Zest
Academy
Trust

Assistant SENDCo

Full Time & Permanent

Dear Prospective Candidate,

Zest Academy Trust is seeking to appoint a driven, dynamic, and committed Assistant SENDCo, who has the passion, knowledge and skillset to complement our existing team of excellent practitioners at this pivotal time in Waterloo's development.

Waterloo Primary Academy is a three-form entry primary school with its own nursery, situated at the very heart of an area of significant deprivation in Blackpool. This brings a significant level of challenge to the role, but at the same time, significant rewards.

Warm and respectful relationships between staff, pupils and families are at the heart of this welcoming school. Pupils are happy. They benefit from strong pastoral support provided by caring and knowledgeable staff.

Ofsted 2023

If you have the drive, resilience and determination needed to make a difference, this is an exciting opportunity to join us. We are a passionate team, who are fully committed to the journey of improvement that we have embarked upon and who are determined to ensure that every child at Waterloo, regardless of their background, has the opportunity to ***achieve amazing things!***

The Assistant SENDCo will play a pivotal role in supporting the SENDCo to manage and enhance the provision for pupils with Special Educational Needs and Disabilities (SEND). This role is dedicated to promoting high-quality teaching, ensuring effective resource use, and achieving high standards of learning and achievement for all pupils. The Assistant SENDCo will provide targeted support to students with complex needs, ensuring that every pupil is included and supported. Additionally, the role involves fostering innovation in teaching methods and the use of technology to maximise outcomes for SEND students.

In return, we can offer you:

- a caring and safe school with a warm and nurturing ethos
- a dedicated and supportive Leadership Team that challenges itself every day to make a difference to the lives of our children
- friendly, supportive colleagues who work exceptionally hard and are committed to providing high-quality education and experiences for all
- a strong safeguarding and pastoral team
- happy and enthusiastic pupils, who are very proud of their school
- rich, high-quality professional development
- access to a bespoke wellbeing programme
- automatic enrolment to the LGPS Pension Scheme
- a skilled and enthusiastic Governing Body, who are dedicated in their support of the school
- the opportunity to make a huge difference to the lives of the children and families we serve

After reading the above, and looking at the job description provided, we hope that you are encouraged to apply.

Kind regards,



Jenny Brown & Mark Hamblett
Headteacher CEO Zest Academy Trust

Vacancy: Assistant SENDCo

Grade: G scp 25-28

Salary: FTE £35,235 - £37,938

Actual Salary: £27,066.04 - £29,142.37

Hours: 32.5 per week Monday-Friday 8:45am-3:45pm (term time plus 1 week)

Contract: Permanent

Required from: ASAP

Closing date: Tuesday 22nd April 2025

Shortlisting: Thursday 24th April 2025

Task and interview: Friday 9th May 2025

How to Apply:

The job description, person specification and application form are available to download from the school website <https://waterloo.zestacademytrust.co.uk/our-vacancies/> or alternatively, contact the school office on 01253 315370.

Please return your completed application form and a succinct covering letter of application (max. 2 sides of A4) via email to: **Mrs Nicola Lea, Chief Operations Officer** HR@zestacademytrust.co.uk

If you have not been contacted within two weeks of the closing date, you can assume that, on this occasion, your application has been unsuccessful.

We look forward to receiving your application. If you have any questions regarding the post, please contact the Headteacher, Jenny Brown on 01253 315370.

Thank you for the interest you have shown in this vacancy.

The Trust and Governing Body adopt a positive attitude to the employment of Disabled Persons and guarantee an interview to those who meet the essential criteria of the person specification.

*Waterloo Primary Academy is committed to safeguarding and promoting the welfare of children/vulnerable adults. This post is subject to satisfactory three-year reference history, Disclosure & Barring Service (DBS) check (previously CRB check), medical clearance, evidence of essential qualifications and proof of legal working in accordance with the Asylum and Immigration Act. **Please note, CVs are not accepted.***

Online searches will be conducted on shortlisted candidates. Please see Zest Academy Trust Recruitment and Selection Policy for further details (located on our school website). <https://waterloo.zestacademytrust.co.uk/our-vacancies/>

Waterloo Primary Academy is part of **Zest Academy Trust** which promotes its own set of values which we believe in.

- ⑧ Zest will promote a love of learning, have a constant focus on teaching and assessment and will effectively manage all its resources
- ⑧ Zest will prepare our children for life's challenges by creating innovative, safe learning environments that challenge preconceptions and expectations
- ⑧ Zest values each member of the Zest learning community by trusting, supporting and treating each other with dignity and respect
- ⑧ Zest will enable our family of schools to maintain and develop their own school identity, sharing innovative practice and support
- ⑧ Zest will enable staff to develop professionally and share their enthusiasm and love of learning with the children in their care
- ⑧ Zest leaders and teachers will share expertise and experience within the Zest community and will collaboratively support professional development and build effective learning capacity
- ⑧ Zest will always challenge to improve



Job Description & Person Specification

Job title	Assistant SENDCo
Salary / Grade	<p>Grade: G (SCP 25 - 28) FTE (£35,235 - £37,938) Weeks worked: 39 Paid weeks: 45.6 (includes annual leave allowance & Bank Holidays) Actual salary based on 32.5 hours p/week: £27,066.04 - £29,142.37</p>
Core purpose:	<p><i>The Assistant SENDCo will play a pivotal role in supporting the SENDCo to manage and enhance the provision for pupils with Special Educational Needs and Disabilities (SEND). This role is dedicated to promoting high-quality teaching, ensuring effective resource use, and achieving high standards of learning and achievement for all pupils. The Assistant SENDCo will provide targeted support to students with complex needs, ensuring that every pupil is included and supported. Additionally, the role involves fostering innovation in teaching methods and the use of technology to maximise outcomes for SEND students.</i></p>
Key accountabilities/ responsibilities:	<p><i>This job description sets out the main duties and responsibilities of this post at the time of writing. It cannot be read as an exhaustive list. It is current at the date shown, but in consultation with the post holder, may be changed to reflect or anticipate changes in the job, commensurate with the grade and job title.</i></p> <p>Provision Leadership and Curriculum Support</p> <ul style="list-style-type: none"> • Strategic Leadership: <ul style="list-style-type: none"> ○ Assist the SENDCo in leading and managing the SEND provision across the academy ○ Collaborate with curriculum teams to ensure outstanding outcomes for SEND students by integrating inclusive teaching practices and setting subject-specific targets ○ Monitor and evaluate standards of interventions and alternative curriculum delivering and learning in the department (through example, work scrutiny and lesson observations) and monitor and evaluate standards of support provided by Learning Support Assistants in classrooms • Resource Development: <ul style="list-style-type: none"> ○ Develop and adapt curriculum resources to ensure pupils identified with SEND receive the required support • Innovative Practices: <ul style="list-style-type: none"> ○ Actively promote and demonstrate creativity and innovation in identifying new strategies to support SEND students, including maximising the use of technology in teaching and learning <p>Support and Intervention</p> <ul style="list-style-type: none"> • Direct Pupil Support: <ul style="list-style-type: none"> ○ Provide one-to-one and small group interventions (and hold others accountable for the interventions they deliver), leading and monitoring appropriate intervention programmes for SEND students • Staff Guidance: <ul style="list-style-type: none"> ○ Offer advice and guidance to colleagues on effective teaching and learning methods tailored to the needs of pupils with SEND, including the graduated approach to support ○ Liaise with relevant staff/agencies to enable effective transitions (between other settings and year groups in the Academy) - holding meetings and outlining available support • Data-Driven Interventions: <ul style="list-style-type: none"> ○ Analyse assessment data to identify pupils who are underachieving and, where necessary, work with the SENDCo and teaching colleagues to develop and implement effective action plans

Documentation and Data Management

- **Record Keeping:**
 - Maintain an accurate SEND register, provision maps, and detailed records of student progress, including Individual Education Plans (IEPs), pupil profiles, and intervention tracking
- **Compliance:**
 - Ensure all documentation, including meeting notes and reports, complies with statutory requirements and GDPR guidelines
- **Monitoring and Reporting:**
 - Support the evaluation, monitoring, and communication of departmental performance priorities and targets through robust record keeping

External Liaison and Collaborative Work

- **Agency Coordination:**
 - Liaise with and make referrals to external agencies (e.g., Educational Psychology, CAMHS) to ensure the individual needs of pupils are met and that statutory requirements are fulfilled
 - Read and decode professional reports and action recommendations (including sharing with relevant personnel such as teachers and parents/carers)
- **Parent and Carer Communication:**
 - Work under the direction of the SENDCo to liaise with and inform parents/carers about the specifics of the SEND provision and their child's progress
- **Team Collaboration:**
 - In the absence of the SENDCo, the Assistant SENDCo should be willing to support the continuity of the SEND provision within the school, ensuring that key processes and communications are maintained. While there is no requirement to assume the full statutory responsibilities of the SENDCo role, the postholder will work closely with senior leaders and relevant staff to uphold the needs of SEND pupils.
 - Contribute to and hold SEND meetings with a range of participants, ensuring effective communication of action points and coordination of subsequent tasks within the school community

Training, CPD and General Support

- **Professional Development:**
 - Assist with organising and delivering CPD training for staff on SEND strategies and teaching approaches
 - Undertake training and learning activities to ensure continuous professional development
- **General Duties:**
 - Support the allocation of support time, preparation of SEN paperwork, and attendance at relevant meetings, including conduct panels and permanent exclusion hearings when necessary
 - Uphold all academy policies and procedures, including those relating to safeguarding, child protection, health, safety, security, and confidentiality

School Culture and Behaviour

- Create a culture where every member of the school family can learn, grow and flourish together
- Encourage high standards of behaviour from pupils and staff, built on the expectations and routines outlined in The Waterloo Way
- Demonstrate consistent and fair approaches to managing behaviour, in line with the school's behaviour policy
- Actively promote and shape a culture of whole-staff professionalism

Safeguarding

- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so
- Promote the safeguarding of all pupils in the school

	<ul style="list-style-type: none"> • 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) and the Senior Leadership Team to ensure that pupils feel safe and staff are trained to identify safeguarding needs <p>Equal Opportunities</p> <ul style="list-style-type: none"> • Zest Academy Trust is an equal opportunities employer. We celebrate diversity and are committed to creating an inclusive environment for all employees and students. This enhanced job description outlines the comprehensive responsibilities and requirements for the role of Assistant SENDCo, reflecting our commitment to excellence in SEND provision at Waterloo Primary Academy.
<p>Essential criteria</p>	<p>Qualifications and Training</p> <ul style="list-style-type: none"> • Level 4 qualification or above in a relevant field (e.g., Education, Special Educational Needs, Psychology, Social Care) • Evidence of continued professional development in SEND or related areas • GCSEs (or equivalent) at Grade C/4 or above in English and mathematics • Training in specific SEND interventions (e.g., Speech and Language, Autism awareness, Precision Teaching) • Experience of working with external agencies such as Educational Psychologists, Speech and Language Therapists and CAMHS <p>Experience</p> <ul style="list-style-type: none"> • Experience of working with children with SEND in a mainstream school or specialist setting • Experience of supporting children with a range of additional needs, including autism, ADHD, speech and language difficulties, and social, emotional and mental health needs • Experience of liaising with parents/carers and external professionals to support pupil needs • Experience of delivering interventions to support children with SEND • Experience of maintaining accurate records and supporting the review of EHCPs and SEND Support Plans <p>Knowledge and Understanding</p> <ul style="list-style-type: none"> • A working knowledge of the SEND Code of Practice and how it applies in schools • Understanding of the graduated approach to SEND support (Assess, Plan, Do, Review) • Knowledge of a range of strategies to support children with additional needs • Awareness of safeguarding and child protection responsibilities <p>Skills and Abilities</p> <ul style="list-style-type: none"> • Strong communication and interpersonal skills, with the ability to build positive relationships with children, staff, parents, and external agencies • Ability to work both independently and as part of a team • Excellent organisational skills, with the ability to prioritise workload and manage multiple tasks • Competence in using IT systems for record-keeping and communication • Ability to model best practices in inclusive education and SEND support <p>Personal Attributes</p> <ul style="list-style-type: none"> • A positive and proactive approach to supporting children with additional needs • A commitment to ensuring all children have access to high-quality education and support • Patience, resilience, and a solution-focused mindset • A commitment to personal and professional development
<p>Desirable criteria</p>	<ul style="list-style-type: none"> • Experience of working in a pastoral role or supporting behaviour and emotional wellbeing • Experience as a classroom practitioner