



Pathfinder

Multi Academy Trust

Providing an excellent education from age 2 to 19

Associate, Assistant Headteacher, SENDCo

Archbishop Holgate's School

Required from: September 2026

Closing date: Thursday 14 May, 8.00am

Interviews: Monday 18 May



Archbishop Holgate's School

A Church of England Academy Founded 1546

At Archbishop Holgate's School, we are committed to ensuring that every student - regardless of background or circumstance - can thrive within a culture of high expectations, care, and achievement.

We are looking for a suitably qualified, well-educated and adaptable person to join our highly successful team in the position of SENDCo. The successful candidate will either be a current SENDCo (with qualification, either NASENCo or NPQSEN) or be willing to complete the NPQSEN National Award for Special Educational Needs Co-ordination (NASENCO).

We believe that Archbishop Holgate's is 'no ordinary school' and is an excellent place to work, a view confirmed by excellent Ofsted and SIAMS inspections over the past two decades.

Our staff are friendly and supportive and our students are polite, hardworking and keen to succeed. As such, this post represents an exciting opportunity to join a very successful, high-achieving, forward looking and fully-subscribed Church of England comprehensive school.

Successful candidates will be fully supported to develop in the role, benefiting from bespoke CPD opportunities both at Archbishop's and as part of the Pathfinder Teaching School Hub. In addition, colleagues will benefit from being part of the Pathfinder Multi Academy Trust Career Pathway Programme, and through working with colleagues across other Trust schools, develop skills and share innovative teaching and learning practices.

Salary

L4—L8

Reports to

Senior Leaders with oversight for Inclusion

Further information

- Both Primary or Secondary colleagues may apply
- In terms of a teaching commitment, this will either be minimal (max 5 lessons per week) if at all. This may be as part of either of our Internal Inclusion bases: Ascent or Horizons
- This role is part of the Extended Leadership Team

How to apply

Completed application forms should be posted or emailed to jsissons@ahs.pmat.academy.

Archbishop Holgate's School

Hull Road, York

YO10 5ZA

T: 01904 411341

W: www.archbishopholgates.academy

We reserve the right to close this vacancy early if we receive sufficient applications for the role.

Come and see us

If you would like an informal discussion about the role or to arrange a visit to see the school, please contact Jacqui Sissons, Headteacher's PA, on **01904 411341** to make an appointment.





Pathfinder

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About our School



Archbishop Holgate's School

A Church of England Academy Founded 1546

"I have come that they may have live, and have it to the full."

- John 10:10

Archbishop Holgate's is a flourishing school signified by outstanding examination results, high-quality teaching and learning, and an inspiring curriculum, which are complemented by sporting and musical achievements and a wide, varied programme of extra-curricular opportunities. We are a school committed to ensuring that our students develop in all ways and at the heart of all we do is a commitment to 'Values, Care and Achievement':

Christian values that underpin all we do

Outstanding pastoral care that sees each student as an individual

Maximum achievement for all students, at all levels



Archbishop Holgate's celebrated some of its strongest GCSE and post-16 results in 2025 ranking it as the highest performing comprehensive school in North Yorkshire.





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About our School



Values, Care, Achievement

We have excellent students and a talented staff, colleagues who are committed to ensuring that the young people in our care achieve and succeed. Collectively, as a school community, we seek to nurture aspiration and promote excellence. We enrich our students in many different ways and when they leave Archbishop Holgate's they do so as well-rounded young people with the skills, qualities and relevant qualifications to help them shape their own futures and benefit the communities they belong to.

In 2026, the school was delighted to have achieved excellent SIAMS and Ofsted outcomes, building on its previous outstanding judgements over the last two decades.

At Key Stage 5, the Sixth Form has consistently performed in the top 5% of all Post 16 providers. The school also consistently performs significantly above the national averages for all groups of students at Key Stage 4. Over the past five years, the Progress 8 score has averaged almost +0.5 and over the same period disadvantaged students have, on average, performed as well as all students nationally.

Archbishop Holgate's regularly features within the top ten state schools in the north in the annual Sunday Times Parent Power Schools Guide.

"The Christian vision drives leaders' actions creating an aspirational and deeply inclusive culture. Through this, students and adults are known, loved and cherished as the unique individual they are. Consequently, they flourish."

SIAMS 2026

"The school values of 'justice, compassion, forgiveness and trust' are lived out by staff and pupils on a daily basis. Pupils and students achieve extremely well at the school. They are fully prepared for their next steps, both post-16 and post-18."

Ofsted 2026



Job Description

The core focus of the role of SENDCo is working with Senior Leaders who oversee Inclusion and Achievement to remove barriers to learning. Central to this is fulfilling all aspects of the role of Special Educational Needs Co-ordinator including responsibility for the SEND register, staff training and development, timetabling, assessment, reviews, and representing the school as required.

The ability to work closely and positively within school guidelines, procedures and expectations with colleagues at all levels of responsibility, both within and beyond the school, is essential.

The post holder must also have a good understanding of SEND issues, a calm and empathetic approach and be able to work under pressure and keep to tight deadlines. They must have a clear understanding and knowledge of the SEND Code of Practice.

The post involves overall responsibility for all aspects of the day-to-day running of the school's SEND policy pre-16 and post-16, and co-ordinating provision for individual students with special needs through working closely with staff, parents and carers, and agencies as appropriate.

Main Purpose of the Role

The SENDCo, under the direction of the Deputy Head will:

- Determine the strategic development of special educational needs (SEND) policy and provision in the school pre and post 16.
- Be responsible for day-to-day operation of the SEND policy and co-ordination of specific provision to support individual pupils with SEN or a disability.
- Provide professional guidance to colleagues, working closely with staff, parents and other agencies.
- The SENDCo will also be expected to fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document.

Core Responsibilities, Tasks and Duties

- Strategic development of SEND policy and provision
- Have a strategic overview of provision for pupils with SEN or a disability across the school, monitoring and reviewing the quality of provision
- Contribute to school self-evaluation, particularly with respect to provision for pupils with SEN or a disability
- Ensure the SEND policy is put into practice, and that the objectives of this policy are reflected in the school improvement plan
- Maintain an up-to-date knowledge of national and local initiatives which may affect the school's policy and practice
- Evaluate whether funding is being used effectively, and propose changes to make use of funding more effective
- Operation of the SEND policy and co-ordination of provision
- Maintain an accurate SEND register and provision map
- Provide guidance to colleagues on teaching pupils with SEN or a disability, and advise on the graduated approach to SEND support
- Advise on the use of the school's budget and other resources to meet pupils' needs effectively, including staff deployment
- Be aware of the provision in the local offer



Core Responsibilities, Tasks and Duties (continued)

- Analyse assessment data for pupils with SEN or a disability
- Implement and lead intervention groups for pupils with SEND, and evaluate their effectiveness
- Support for pupils with SEN or a disability
- Identify a pupil's SEN
- Co-ordinate provision that meets the pupil's needs, and monitor its effectiveness
- Secure relevant services for the pupil
- Ensure records are maintained and kept up to date
- Review the education, health and care plan with parents or carers and the pupil
- Ensure that if the pupil transfers to another school, all relevant information is conveyed to it, and support a smooth transition for the pupil
- Promote the pupil's inclusion in the school community and access to the curriculum, facilities and extra-curricular activities
- Oversight of the exam access arrangement coordinator

Supervision/Management of People

- Work with the headteacher and governors to ensure the school meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements
- Prepare and review information the governing board is required to publish
- Contribute to the school improvement plan and whole-school policy
- Identify training needs for staff and how to meet these needs
- Lead INSET for staff
- Share procedural information, such as the school's SEND policy
- Promote an ethos and culture that supports the school's SEND policy and promotes good outcomes for pupils with SEN or a disability
- Where the role involves line management, add and amend as necessary:
- Lead and manage teaching assistants working with pupils with SEN or a disability

Contacts and Relationships

- Work with other schools, educational psychologists, health and social care professionals, and other external agencies
- Be a key point of contact for external agencies, especially the local authority
- Communicate regularly with parents or carers
- Work with the designated teacher for looked-after children, where a looked-after pupil has SEN or a disability

Personal Qualities

- Commitment to getting the best outcomes for pupils and promoting the ethos and values of the school
- Commitment to equal opportunities and securing good outcomes for pupils with SEN or a disability
- Ability to work under pressure and prioritise effectively
- Commitment to maintaining confidentiality at all times
- Commitment to safeguarding and equality
- Knowledge and Skills



Knowledge and Skills

- Sound knowledge of the SEND Code of Practice
- Understanding of what makes 'quality first' teaching, and of effective intervention strategies
- Ability to plan and evaluate interventions
- Data analysis skills, and the ability to use data to inform provision planning
- Effective communication and interpersonal skills
- Ability to build effective working relationships
- Ability to influence and negotiate
- Good record-keeping skills
- The SENDCO will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that 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 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.



Pathfinder

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About our Trust

Providing an excellent education from age 2 to 19



Setting the course



Leading the way



Serving and inspiring

Formed in August 2016, Pathfinder is a successful, well-established Multi Academy Trust serving more than 6,600 children and their families across York and North Yorkshire.

We are a flourishing and supportive learning community. A partnership of like-minded Church and Community Schools, where a clear and ambitious vision of a high quality inclusive education **sets the course** and permeates across all areas of school life. Pathfinder has a proven track record of **leading the way**. We are a Trust with strong examination results, high quality teaching

and learning, an inspiring curriculum, excellent opportunities for personal development and a wide, varied programme of extra-curricular opportunities.

We understand that achievement comes in many different forms and work collectively to **serve and inspire**, nurturing aspiration and promoting excellence in all our students. We value the uniqueness and diversity of each of our schools, celebrating this distinctiveness and the contributions they make to the wider Pathfinder community.

Pathfinder schools





Pathfinder

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Professional Development

The professional development of our staff is a key commitment of the Trust and we have a career pathways programme to ensure we recruit, develop and retain the very best colleagues.

Teaching Staff

For our teaching staff, we have a career pathways programme which starts with Initial Teacher Training and progresses through to Executive Headteacher. At Pathfinder we:

- create a bespoke pathway to develop each person's individual talents and ambitions.
- provide staff with the highest quality research-proven CPD.
- offer access to skilled leaders and mentors.
- give staff opportunities for development from Initial Teacher Training to senior management.



Support Staff

Our career pathways programme for support staff aims to ensure that all colleagues are equipped with the necessary skills, qualifications and resources to fulfil their roles to the highest standard. At Pathfinder, our support staff will:

- be confident in fulfilling their role to the highest level.
- have an understanding of how their role fits into the wider organisation.
- act as a source of support, advice and guidance to colleagues.
- identify any training and development needs for themselves and staff they manage.
- be given support and advice to develop their skills to progress to posts at the next level.



Partnering with the National Society for Education, the Pathfinder Leadership Academy has been designed to identify, develop and support colleagues to progress into positions of middle leadership and beyond.



Proudly delivering Initial Teacher Training and Education, Appropriate Body services, the Early Career Framework and National Professional Qualifications across our urban, rural and coastal school communities.



Working in partnership with our urban, rural and coastal school communities to champion, sign-post, design and deliver high-quality professional development across Yorkshire and the Humber.



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Benefits of Working at Pathfinder

Our range of employee benefits aims to support the health and wellbeing of our staff ensuring they are valued and supported throughout their time at work.

Pension Scheme

You are offered membership of either Teachers' Pension Scheme, or for support staff, the Local Government Pension Scheme. As well as employees paying into the scheme (banded, based on earnings) Pathfinder also pays into the scheme on your behalf at the following rates (regardless of earnings).

Local Government Pension Scheme

We contribute an additional 19.9% of your salary.

Teachers' Pension Scheme

We contribute an additional 28.68% of your salary.

Staff Benefits Platform

Our dedicated employee benefits platform Vivup provides staff with access to all of our benefits in one easy to use and convenient place.

Vivup also provides exclusive benefits through their platform and the option to spread the cost of purchasing items straight from your salary through the home and electronics and cycle to work benefits.



CSSC Sports and Leisure

Our staff benefits scheme with CSSC gives Pathfinder staff access to over 4,500 benefits, offers and activities including savings at restaurants, cinemas, gyms, theme parks and attractions; up to 70% off shopping with thousands of online and high street retailers and free health and wellbeing portal for courses, classes and content.



TES Magazine Subscription

All Pathfinder employees have unlimited access to the online TES magazine keeping you up to date with the latest education news, analysis and teaching and learning knowledge.



Employee Assistance Programme

Making sure everyone at Pathfinder gets the support they need whatever their



worries, the Employee Assistance Programme provides specialist counselling and resources 24 hours a day, 365 days a year. The service is completely confidential and provides support by telephone or online from specialist call handlers and counsellors who understand the demands of working in education. You can also access:

- Emotional support and counselling
- Six sessions of in person or telephone counselling
- Access to online Cognitive Behavioural Therapy
- Specialist information on work-life balance
- Financial and legal advice

Able Futures

As a Trust, we are subscribed to Able Futures which provides up to nine months of confidential, no cost advice, guidance and support from mental health professionals to help you cope with work while you manage a mental health condition such as anxiety, depression or stress.



Discounted Bus Travel

As part of the First Bus Commuter Travel Club, Pathfinder employees benefit from discounts on work and leisure travel using First Bus services. The benefits include:



- Savings on discounted monthly bus tickets
- Unlimited bus travel in your chosen zone
- Tickets delivered straight the First Bus app
- Spread the cost of annual travel

Free Will Writing Service

Estate planning and will writing specialists Durham McCarthy



are able to offer Pathfinder employees a free will writing service to help you plan for your future, protecting your family and loved ones.