

Bishop Justus CE School

[www.bishopjustus.bromley.sch.uk](http://www.bishopjustus.bromley.sch.uk)

# Application Pack

Deputy SENCO

Required: 1<sup>st</sup> September 2026



# Deputy SENCO

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Bishop Justus CE School are seeking to appoint a Deputy SENCO. The Deputy SENCO has an important role to play in supporting the strategic development of SEND policy and provision at the school. The Deputy SENCO plays a pivotal role in ensuring that students with Special Educational Needs and Disabilities (SEND) receive the tailored support they need to succeed. They are responsible for providing professional guidance to colleagues and will work closely with staff, parents, and a range of external agencies in providing a support role to families.

## **Our ideal candidate will have:**

- A flexible attitude;
- Experience of working with pupils with SEND, and pupils with emotional and behavioural dysregulation;
- Experience co-ordinating provision for children with SEND and sound knowledge of the SEND Code of Practice and its application;
- Good time management skills, and the ability to organize, prioritise and maintain a multifaceted workload.
- The ability to work as part of a team and on own initiative;
- Excellent written and spoken communication, and interpersonal skills;
- High levels of drive, energy and integrity;
- A commitment to improve current skills and demonstrate a willingness to develop further;
- An ability to work with pupils and their families in a sensitive and positive way;
- A commitment to developing an inclusive ethos and culture where neurodiversity is celebrated;

## **In return, we offer:**

- A happy community committed to the professional development of all colleagues;
- A distinctive local context ensuring we place inclusivity at the heart of all we do;
- A skilled and experienced team of teachers and other professionals;
- A motivated leadership team leading rapid improvement to the students' life chances;
- A school in which the students are enthusiastic, engaging and thoughtful.

We would be pleased to welcome you for an informal visit prior to application.

*We are committed to safeguarding the young people in our care and we expect all our staff to share this commitment. The successful applicant will be required to undergo an enhanced DBS check. As an employee of the Aquinas Church of England Education Trust you are required to have regard to the character of the Trust and its foundation and to undertake not to do anything in any way contrary to the interests of the foundation.*

## THE APPLICATION PROCESS AND TIMETABLE

### CLOSING DATE

You are invited to submit an application form, available with this pack, along with a personal statement outlining your suitability for the role against the person specification and job description.

- **Closing date for applications:** 9.00am, Wednesday, 10<sup>th</sup> June 2026

*We reserve the right to withdraw a vacancy advert, should we find a suitable candidate.*

### SHORT LISTING

The candidates selected for interview will be informed after short listing and full details of the interview programme will be provided. If you have not heard anything from us after the interview date below, please assume your application has not been successful.

### INTERVIEWS

Candidates will be invited for interview.

- **Interviews:** w/c 22<sup>nd</sup> June 2026

### APPOINTMENT

All candidates will be contacted following interview.

- **Appointment to commence:** 1<sup>st</sup> September 2026

### APPLYING

Please send your application, outlining your suitability for the role against the enclosed person specification and job description, by email to [recruitment@bishopjustus.bromley.sch.uk](mailto:recruitment@bishopjustus.bromley.sch.uk)

Please note a signed copy of your application form will be required prior to interview.

Shortlisted candidates will be asked to bring appropriate identification with them to interview. For the purpose of DBS clearance, only copies of the successful applicant's identification will be retained.

All candidates should provide two references. Permission should be sought prior to including any referee on your application form. Shortlisted candidates will have their references taken-up before any interview.

**Bishop Justus is committed to safeguarding the young people in our care and we expect all our staff to share this commitment. The successful applicant will be required to undergo an enhanced DBS check. As an employee of the Aquinas Church of England Education Trust you are required to have regard to the character of the Trust and its foundation and to undertake not to do anything in any way contrary to the interests of the foundation.**

## JOB DESCRIPTION

### DETAILS

**Job Title:** Deputy SENCO

**Grade:** Aquinas 6

**Full-Time Salary:** £33,980.00 p.a. - £38,009.00p.a.

**Actual Pro-Rata Salary:** £29,098.71 p.a. - £32,548.94 p.a.

**Hours:** 36 hours per week, 39 weeks per year

**Accountable to:** SENCO

### THE ROLE

The Deputy SENCO plays a pivotal role in ensuring that students with Special Educational Needs and Disabilities (SEND) receive the tailored support they need to succeed. This role involves working collaboratively with teaching staff, support staff, families, and external professionals to identify needs early, plan effective interventions, and monitor progress. The Deputy SENCO will champion inclusive practices across the school, ensuring that all students—regardless of their individual challenges—are supported to achieve their full potential academically, socially, and emotionally. This role requires a proactive, empathetic, and highly organised individual who can balance strategic oversight with hands-on support.

### MAIN DUTIES & RESPONSIBILITIES

#### **Documentation and Statutory Processes**

- Assist in the collection, organisation, and maintenance of accurate records related to students with SEND, including those undergoing statutory assessment.
- Liaise effectively with the attendance, safeguarding and behaviour teams.
- Support teams to compile EBSA evidence and student plans.
- Support the SENCO in preparing and reviewing Education Support Plans (ESP), students personal passports and Education, Health and Care Plans (EHCPs) and Funded Inclusion Plans (FIPs).
- Prepare for and lead annual reviews as directed.
- Draft and submit referrals and any ongoing documentation) to external agencies (e.g., CAMHS, SALT, OT, completion of ISAT referrals and Bromley's SEND advisory and inclusion teams) in a timely and thorough manner, ensuring all supporting evidence is included.
- Maintain confidentiality and ensure compliance with GDPR and safeguarding protocols in all documentation.
- Support with documentation linked to exams access arrangements, including liaison with the exam's officer and assessor.

#### **Parent and Carer Communication**

- Serve as a consistent and approachable point of contact for parents and carers of students with SEND.
- Provide regular updates on student progress, interventions, and support strategies through meetings, phone calls, and written communication.
- Facilitate and attend review meetings, ensuring parental voice is heard and valued in decision-making processes.

- Proactively address concerns and queries to build trust and reduce the likelihood of complaints.

#### **Implementation of Professional Advice**

- Interpret reports and recommendations from external professionals (e.g., Educational Psychologists, Speech and Language Therapists, Occupational Therapists).
- Translate specialist advice into practical classroom strategies and ensure these are clearly communicated to relevant staff.
- Monitor the implementation of strategies and provide feedback to ensure fidelity and effectiveness.
- Liaise with professionals to clarify advice and seek further guidance when necessary.

#### **Targeted Support and Progress Monitoring**

- Design, oversee and measure the impact of bespoke intervention programmes tailored to individual student needs (e.g., literacy, numeracy, social skills, emotional regulation).
- Coordinate small group or 1:1 support sessions, ensuring they are purposeful, structured, and evidence-informed. To quality assure delivery.
- Track and analyse student progress using qualitative and quantitative data, adjusting interventions as needed.
- To provide oversight and guidance regarding the keeping of detailed records of interventions, outcomes, and next steps to inform reviews and planning.

#### **Staff Support, Training, and Accountability**

- Act as a SEND champion within the school, modelling inclusive practice and promoting high expectations for all learners.
- Provide day-to-day guidance and coaching to teaching and support staff on adaptive teaching, targeted support and behaviour strategies.
- Support the SENCo in delivering CPD sessions and disseminating key SEND updates and resources.
- Monitor classroom practice and provide constructive feedback to ensure consistency and accountability in meeting the needs of students with SEND.
- To communicate efficiently and effectively with staff and parents/carers, both through verbal and written means and by the monitoring of ongoing email correspondence.
- Assist in managing the team of TAs and ensuring TA timetables are in place to support learners.

#### **Transition**

- Working in close liaison with the transition team, gather information and meet with primary SEN leads to inform successful transition to Year 7.
- With the Year Coordinator, attend the final annual review at the primary school of students entering Year 7 noting all relevant information to inform their ESP.

### **TRAINING**

The Trust is committed to the development and progression of all staff. Staff are encouraged to attend training courses appropriate to their own and department's needs. These include external courses, internal workshops, staff meetings and departmental training.

## SAFEGUARDING

All colleagues have the responsibility for promoting the safeguarding and welfare of children. All colleagues should be aware of the school's Child Protection and Safeguarding Policy and work in accordance with this document at all times.

## VARIATIONS

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Responsibilities are likely to change over time and you will be expected to perform duties of a similar nature such as the Headteacher may reasonably require

***At Bishop Justus School staff are expected to work in line with the school's Ethos.***

**PERSON SPECIFICATION**

**Deputy SENCO**

<b>QUALIFICATION AND TRAINING</b>	<b>Essential or Desirable</b>
A willingness to undertake safeguarding training.	E
Math's & English GCSE Grade C (or equivalent).	E
Evidence of undergoing sufficient safeguarding and child protection training	D
Relevant qualifications in education, SEND, child development, or a related field (e.g., Level 3/4 Certificate in Supporting Teaching and Learning, HLTA status, or equivalent).	D

<b>KNOWLEDGE, SKILLS AND EXPERIENCE</b>	<b>Essential or Desirable</b>
Experience of working with pupils with SEND, and pupils with emotional and behavioural dysregulation.	E
Experience co-ordinating provision for children with SEN	E
Sound knowledge of the SEND Code of Practice and its application	E
Experience in behaviour management techniques for groups and individuals with SEND	E
Sound knowledge of the graduated approach to providing SEND support	E
A good understanding of the principles of school improvement	E
Experience working effectively with colleagues to improve classroom practice.	E
Experience utilising and analysing effective assessment systems and recording and maintaining pupil records.	E
Experience using basic diagnostic tests for identifying specific needs.	E
Ability to foster effective relationships with parents, staff and key stakeholders and encourage them to take an active role in pupils' development	E
To have experience of working within a secondary school setting.	D
Experience liaising with a range of people, agencies, and professionals including, the parents of pupils, the LA and other providers.	D
Demonstrate a sound understanding of SEND funding on offer.	D
Experience in making reasonable adjustments and access arrangements for pupils with SEND.	D
Demonstrate an understanding of statutory processes, including annual reviews and outcome reviews.	D

<b>PERSONAL AND PROFESSIONAL QUALITIES AND ATTRIBUTES</b>	<b>Essential or Desirable</b>
Ability to work as part of team and under own direction.	E
Takes responsibility and is accountable.	E
High levels of drive and energy.	E
Has integrity and maintains confidentiality, working under Safeguarding protocols at all times.	E
Committed to the needs of the pupils, parents and staff.	E
Displays a positive and calm approach when faced with challenges.	E
Is flexible and adaptable to changing demands.	E
Dedicated to promoting their professional development and achieving desired qualifications.	E