



DURHAM JOHNSTON
COMPREHENSIVE SCHOOL
DARE TO BE WISE



Deputy SENCO

MPS/UPS plus TLR1A (£9,782)

Starting date - September 2025

Permanent

Crossgate Moor, Durham, DH1 4SU

www.durhamjohnston.org.uk

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Letter of Introduction

Mrs McFadden
Headteacher

Dear Applicant,

Thank you for your interest in the position of Deputy SENCO.

Durham Johnston Comprehensive School is a happy, successful and dynamic community. We have a national reputation for academic excellence and are well respected in our local community, something of which we are very proud. Teachers often stay at Durham Johnston for a significant period of time as we highly value staff well-being and allow a significant amount of professional autonomy.

We are looking to recruit a Deputy SENCO to support our experienced Inclusion Assistant Headteacher/SENCO. We need someone with initiative who is well-organised, resilient, adaptive, caring, good-humoured and enjoys working with young people and families. The successful candidate will work alongside our Inclusion Assistant Head/SENCO and inclusion team to meet the needs of students with SEND and support them to ensure their attainment and achievement.

It is important to note that our intake is fully comprehensive. We have many students joining us in Year 7 with the potential to achieve outstanding success academically alongside students who can find accessing education challenging for a variety of reasons. It is truly important to us that all these students benefit from their time here. We are seeking a strong practitioner who can offer academic stretch for all students regardless of prior attainment and focused and exciting learning in the classroom. Our staff have a genuine commitment to social justice and ethical leadership and it is important that anyone joining Durham Johnston shares these values.

We are seeking a talented professional with a passion for supporting students with SEND. We encourage colleagues at any stage in their career to apply to work in our school. We will always appoint the best person for our school community regardless of age or experience. Therefore, we would welcome applications from secondary colleagues of any specialism and colleagues from other contexts who have the ability to teach KS3. This includes those with existing expertise and qualifications and those who are willing to develop through relevant qualifications.

Informal visits to the school are welcome. If you would like to visit the school, please email school@durhamjohnston.org.uk marked for the attention of Helen Davies (Assistant Headteacher Inclusion) to book a time.

In addition to completing the application form we would like you to outline, in no more than two sides of A4 paper, why your experience and personal qualities make you a strong candidate for this post, especially in relation to the job description and person specification.

The closing date is **12.00pm on Tuesday 6th May 2025**. If you are returning your application by email please use the following address: recruitment@durhamjohnston.org.uk

We look forward to hearing from you.

Yours faithfully,



Rosslyn McFadden

Headteacher

Advertisement

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Durham Johnston Comprehensive School is a happy, successful and dynamic community. We have a national reputation for academic excellence and are well respected in our local community. We highly value our staff and their well-being and allow a significant amount of professional autonomy.

We are looking to recruit a Deputy SENCO to support our experienced Inclusion Assistant Headteacher/SENCO. We need someone with initiative who is well-organised, resilient, adaptive, caring, good-humoured and enjoys working with young people and families. The successful candidate will work alongside our Inclusion Assistant Head/SENCO and inclusion team to meet the needs of students with SEND, supporting to ensure their attainment and achievement.

Teachers at our school are passionate about their area of expertise and passionate about social justice. We believe that every child, regardless of social background, has the right to an enriching and rigorous academic education. We all share a commitment to ensuring the children in our care are able to feel safe, happy and supported to achieve their full potential. Our senior leaders and post holders have a genuine commitment ethical leadership and if you share these values we would welcome your application.

An application pack can be downloaded from our main advert online or from the school website.

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“Durham Johnston Comprehensive School is committed to safeguarding and promoting the welfare of children and young people and expects all its staff and volunteers to share this commitment. All post holders are subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check”.

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recruitment@durhamjohnston.org.uk

Job Description

Deputy SENCO MPS/UPS plus TLR1A
Permanent September 2025



At Durham Johnston Comprehensive School everyone's first responsibility is to work towards the fulfilment of the school plan. While job descriptions vary, our common commitment to the welfare and success of our young people does not.

Responsibilities of All Teachers at Durham Johnston

- To provide successful teaching and learning opportunities for all students so that everyone is able to achieve academic excellence and acquire essential knowledge and prepare them for diverse opportunities.
- To be committed to improving the quality of your teaching in pursuit of academic excellence for all and to take a full and active part in CPD to this end.
- To be a committed and supportive member of our school community, working collaboratively to ensure the best outcomes for every member of our school community in the name of both social justice and public service.
- To promote good order and discipline in school by maintaining and supporting whole school routines and performing duties as instructed.
- To celebrate and encourage the achievements of all students.
- To promote the aims of the school plan as appropriate to the professional role.
- To follow staff procedures and the procedures and instructions of the LEA and the governing body.
- To work at the reasonable direction of the Headteacher.

General Deputy SENCO Responsibilities

To take joint responsibility with the Inclusion Assistant Head to:

- lead the provision for SEND within school
- manage appropriate resources for SEND and ensure that they are used efficiently, effectively and safely.
- monitor the learning of students with SEND in liaison with Year Leaders.
- manage and maintain provision maps and student SEND plans/One Page Profiles in conjunction with the SEND administrator and members of the Learning Support team.
- Ensure appropriate provision is in place for student in all exams

Specific Deputy SENCO Responsibilities

- To support the provision of SEND, including the allocation of support time and the writing of SEND support plans and One Page Profiles.
- To work with the Inclusion AHT in overseeing the provision of EHCPs.
- To liaise with relevant outside agencies to ensure that individual student needs are met effectively and that the requirements of EHCPs are fully met.

Job Description

*Deputy SENCO MPS/UPS plus TLR1A
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- To ensure that accurate and detailed records are kept of meetings and discussions with parents and outside agencies.
- To follow the school safeguarding protocols
- To ensure that staff are kept informed of students' needs and advise on areas to develop and support.
- To work with the Inclusion AHT and other staff to ensure that SEND plans are used to set subject-specific targets and personalised SEND targets.
- To work with the Inclusion AHT to promote an inclusive curriculum.
- To meet with parents termly to review student progress as part of the assess- plan- do-review cycle.
- To communicate with parents in all areas of SEND.
- To monitor the progress of students and advise the SENCO.
- To be responsible for the assessment and applications for access arrangements in liaison with the Examinations Officer.
- To deputise for the Inclusion AHT in matters relating to SEND, as and when appropriate.

This job description is current and was reviewed on 10th April 2025, but following consultation with you, may be altered to reflect or anticipate changes in the job which are commensurate with the salary and job title. All posts will be reviewed annually.

Person Specification

Deputy SENCO MPS/UPS plus TLR1A
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Essential Requirements

The following points give a list of qualities which are essential for appointment to this post (with the methods by which they will be assessed indicated in brackets).

- An honours degree in an appropriate discipline. (application form)
- An approved teaching qualification. (application form)
- Recent successful teaching experience as a qualified teacher. (reference, interviews, lesson)
- The ability and willingness to collaborate effectively with colleagues. (reference, interviews)
- Ability to provide and maintain a safe, calm and well ordered environment for all students, focussed on safeguarding students and developing exemplary behaviour. (reference, interviews, lesson)
- A genuine passion for social justice which runs alongside a passion for your area of expertise and the potential to become an excellent leader at Durham Johnston Comprehensive School. (letter, reference, interviews)
- Insistence upon high standards for all students, instilling a keen sense of personal responsibility and accountability for students. To challenge poor or inappropriate behaviour when necessary. (reference, interviews, lesson)
- The ability to communicate effectively with young people from a range of backgrounds. (reference, lesson, interviews)
- Strong organisational skills, resilience, ability to adapt, caring nature and commitment to working with young people and families. (reference, interviews)

Commitment to Ethical Leadership

All teachers and postholders at Durham Johnston Comprehensive School are expected to exemplify seven virtues of Ethical Leadership. We define these virtues as:

Trust: Leaders should be trustworthy and reliable. They hold trust on behalf of children and should be beyond reproach. They are honest about their motivations.

Wisdom: Leaders use experience, knowledge, insight, understanding and good sense to make sound judgements. They should demonstrate restraint and self-awareness, act calmly and rationally, exercising moderation and propriety as they serve their schools and colleges wisely.

Kindness: Leaders demonstrate respect, generosity of spirit, understanding and good temper. Where unavoidable conflict occurs, difficult messages should be given humanely.

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Justice: Leaders should be fair, and work for the good of all children. Leaders should work fairly for the good of children from all backgrounds. They should seek to enable all young people to lead useful, happy and fulfilling lives

Service: Leaders should be conscientious and dutiful. They should demonstrate humility and self-control, supporting the structures and rules which safeguard quality. Their actions should protect high-quality education.

Courage: Leaders should work courageously in the best interests of children and young people. They protect their safety and their right to a broad, effective and creative education. They should hold one another to account courageously.

Optimism: Leaders should be positive and encouraging. Despite difficulties and pressures, we are developing excellent education provision to change the world for the better.

Department Overview

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Inclusion Department at Durham Johnston Comprehensive School

As a fully inclusive school we strive to ensure that all students achieve their potential, personally, socially, emotionally, physically and educationally. The principle that all students should receive a broad and balanced curriculum, relevant to their individual needs, is embedded within our school community. We know when we are successful if all students feel welcomed and comfortable in our classrooms and are supported throughout their education. The Inclusion centre is an integral part of this aim and is located at the heart of the school building where we can ensure that the values of the department are met.

The Inclusion Department consists of:

- AHT Inclusion/SENCO
- Deputy SENCO (new position)
- One enhanced LSA/SENCO support
- Nine LSAs
- One well-being mentor
- SEND administrator

The team offers 1:1 support to students with EHCPs within classrooms, 1:1 support outside of the classroom and to small groups of students at varying times throughout the day.

Interventions which are delivered to students focus predominately on the core subjects of Maths, English and Science. We also support students through social communication and wellbeing groups. The team support students from Years 7-13 and they know each student as an individual.

The aim of all support is to promote independence, resilience and access to the curriculum, and we are very proud of the support and guidance given to the students in our care.

The current numbers of students with SEND in our school are shown below:

Year Group	SEND support	EHCP	Total numbers
7	35	6	41
8	17	8	25
9	18	8	26
10	19	6	25
11	24	2	26
12	3	1	4
13	2	1	3
141	1	0	1
Totals	119	32	151

Additionally, a number of students in each year group are supported through One Page Profiles within classroom lessons.

Context of Durham Johnston Comprehensive School



Core Values

School systems at Durham Johnston are built around five core values which, together, form our ethos and are at the heart of everything that we do.

Academic Excellence: a belief in progress for all.

Acquiring Knowledge: the importance of being an educated person and knowing things.

Social Justice: providing opportunities for all, regardless of background or personal circumstance.

Public Service: the importance of making a contribution to both the school community and wider society.

Global Opportunities: a rounded education that 'opens doors' regardless of location or specialism.

It is important to us that anyone wanting to work at Durham Johnston realises that each of our 5 values are of equal importance. We want our students to gain both a high level of academic knowledge, whilst also contributing to the wider community. We also want every child to enjoy such opportunities, regardless of background. Our teachers have a passion for their subject and a determination to ensure that every child, no matter where they grow up, whatever their personal circumstances, whatever life has given or denied them, has the opportunity to fulfil their potential and to be happy.

Leadership

The school is led in a way that seeks to maximise the autonomy of individual classroom teachers and departments, as we recognise that highly dedicated, educated and trained professionals are the people best placed to determine how to teach their subject to the individuals in their classroom. The leadership of the school look to ensure that departments and classroom teachers are supported in a way that allows them to focus on this as much as possible; we keep good order and let our teachers teach.

Pastoral Care

Our pastoral systems help to ensure that every child feels valued and cared for. We believe strongly in the power of community to help make potentially worried or anxious children feel safe and secure, and to provide a sense of collective endeavour. Our tutors play a vital role in this. Tutors can also help students make the most of our vast extra-curricular programme. We are justly proud of the range of sports our young people can take part in and the school has regularly been recognised in the top 1% of sport schools nationally by School Sport magazine. This reflects both

Context of Durham Johnston Comprehensive School (Cont.)



the range of sports offered, as well as the high standards that many of our students achieve. Our music department lead a series of highly popular orchestras and choirs, with the department being recognised as a Music Mark School Member "in recognition of a commitment to providing high quality music education for all children and young people" as well as holding the PTI Mark for Subject Leadership. However, it is not just in these two areas that children can access a wide range of opportunities, our offer extends from coding to gardening; from film club to Ancient Greek. There are clubs for everyone and our young people always meet students with a shared interest. We actively seek to ensure that all children find something they can enjoy during their time at Durham Johnston. We were chosen as The Sunday Times Comprehensive School of the Year for 2019/20 and we are very proud that the award was based upon a wide range of factors, including the opportunities that we provide for students regardless of their backgrounds or personal circumstances.

Staff Wellbeing

The wellbeing of our staff is central to the ethos of Durham Johnston Comprehensive School. We have a strong sense of community within our school and our staff work very hard as a team to support one another. We welcome opportunities to come together as a staff and these can range from tea and scones in the staff room, to the highly competitive end of term departmental quizzes. Many staff socialise both inside and outside of school and in school run sessions such as sport and fitness clubs and wellbeing sessions. Our staff like each other and enjoy spending time together.

At a leadership level we are committed to the values of ethical leadership and try to model this at all times. As a leadership team we listen and respond to staff concerns and our staff are able to raise problems and tough issues when necessary. In a recent staff survey, an overwhelming majority of our staff said they felt well supported by the school's senior leadership team.

Living in the North East

Living in the North East is an attractive proposition within itself. Many of our staff live within our catchment area and house prices in the region mean that it is ideal both for those seeking to establish themselves on the property ladder, or for families in need of more space. As well as the historic city of Durham, the surrounding area offers much in the way of natural beauty for people to enjoy, whether walking in the Wear valley, visiting the Borders or North York Moors, or surfing in the North Sea on the Northumberland Coast. Well served by transport links, the school is close to both Durham train station, a key stop on the East Coast Mainline, and the A1 (M), allowing easy access to Newcastle, York and London.

Durham is a beautiful place to live and at Durham Johnston Comprehensive School we value experience and believe that teachers should be given the professional autonomy to teach and make decisions that work for their students. On that basis, we hope that we are the right school for you.