



RECRUITMENT PACK

DEPUTY SENDCO



LEARN THINK CONTRIBUTE CARE



WELCOME FROM THE PRINCIPAL



Thank you for your interest in Rainhill High School. I hope you find this information pack helpful. If you would like to know more about us before you apply please see our website rainhillhighschool.org.uk or alternatively contact jobs@rainhillhigh.org.uk

Our school has a long and strong record of academic success. The destinations that our students move onto are strong. Our continued focus is on raising the aspirations, achievements and confidence of all our students to ensure they have the best life chances; that all of our students leave us ready to take on the world with conviction and self-assurance. We make no apologies for having the highest expectations of all our students.

Our curriculum is ambitious. Students are expected to work hard, and this is complemented by our excellent pastoral care, support and guidance. You will find the staff here are determined to support academic achievement but also provide a wide range of enrichment and extra-curricular activities both within and beyond the classroom, ranging from trips to New York to football teams in school; all of which are important in building the confidence, resilience and experiences of every child.

Our school's mission is 'In Pursuit of Excellence' in everything that we do and our core values; Learn, Think, Contribute, Care, embody our determination to ensure that all our students receive a first-class education that enables them to take their place in society with confidence. We are a popular and high achieving school on the edge of Merseyside with a very strong reputation locally and significantly oversubscribed.

I am very proud of the continued success of Rainhill High School.

Mrs J Thorogood
Principal

DEPUTY SENDCO

Role Overview

DIRECTLY RESPONSIBLE TO:
SENDCO

Are you passionate about inclusion with a dedicated drive and commitment to ensure all students can progress and thrive in a positive and nurturing environment that inspires a passion for learning?

COMMENCING:
September 2025

We are seeking to appoint for September 2025, a dynamic, ambitious and exceptional Deputy SENDCO who has experience working with children with Special Educational Needs in a high school and is dedicated and keen to join our hard working, approachable and supportive SEND and Inclusion team.

CONTRACT:
Permanent

CLOSING DATE:
Wednesday 14th May 2025
9am

You will have the skills and ability to improve the quality of SEND provision in the school, working with all stakeholders to secure positive outcomes. You will be passionate about ensuring students with additional needs, vulnerabilities or barriers to learning, receive the support they need to learn, progress successfully and maximise their potential.

INTERVIEW DATE:
Monday 19th May 2025

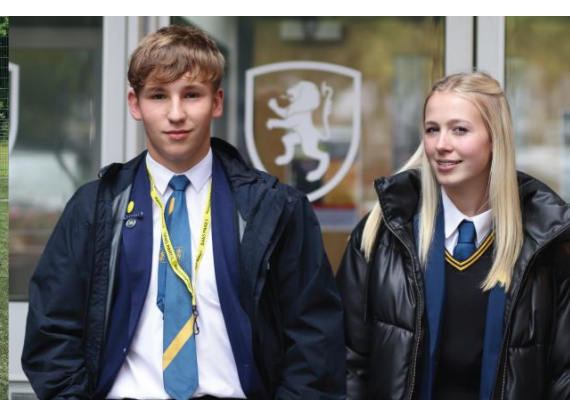
You will have excellent interpersonal skills with a genuine commitment to teaching and Inclusion. If you believe you have the skills and dedication to meet our standards, and be part of our pursuit of excellence, then we are the school for you.

Visits to the school are warmly welcomed and encouraged by calling 01744 677205

Rainhill High School is part of Stephenson MAT and was graded as 'Good' by Ofsted in February 2023. The Academy is working hard to make a difference to staff workloads by investing time, technology, and support to make Rainhill High School and Rainhill Sixth an attractive place to work.

Please return application forms to
jobs@rainhillhigh.org.uk

Our vision is one of excellence for everyone, pupils and staff. We believe that by working together we can make a positive difference to children's lives.



“The culture of improvement is something I love about working for Stephenson Academy Trust. At Rainhill High School, we have a bespoke approach to CPD for all staff members from ECT to Senior leader. Each member of staff is supported to work on their teaching pedagogy through a collaborative approach that meets the needs of the teacher at all stages of their practice. I feel that this quality of education centred approach supports the wellbeing of the staff and allows teachers to make significant and measurable improvements to their teaching and learning pedagogy which in turn supports the students.”

Rainhill Teacher

“Helping my child to be the best they can be.”

Parent

“A dedicated teacher who encourages and guides my child in lessons. Makes the lessons enjoyable and provides positive feedback. An excellent teacher.”

Parent

“Because from the caretaker to the headteacher, all the staff are amazing. Thank you.”

Parent

“Knowing that my child feels happy/safe whilst eager to learn around her.”

Parent

“Fantastic, great communication with parents and great educators, making learning fun and getting results.”

Parent

“I couldn’t have asked for a better form tutor for my son. It’s really reassuring to know that there is someone there to support him and check in with him daily. He has thrived since starting high school and I am very grateful for her kindness and reassurance.”

Parent



JOB DESCRIPTION



Job Title: Deputy Special Educational Needs and Disability Co-ordinator (SENDCO)

Grade: STPCD MPR UPR plus TLR 2C £7,898 pa

Responsible to: SENDCO

Leadership and management

1. Work with the SENDCO, Principal and governors to ensure the school meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements.
2. Work alongside the SENDCO to ensure effective SEND provision that leads to excellent outcomes for the SEND pupils.
3. To support the process of access arrangements including testing and JCQ online applications.
4. To support the transition process from KS2 through the key stages to KS5, liaising with other educational institutions.
5. To promote the participation of SEND pupils in extracurricular activities and out of hours education.
6. Working under the direction of the SENDCO, undertake QA, pupil voice and student voice to determine the quality of provision of SEND pupils.
7. To lead CPD opportunities within the department and support the SENDCO with the whole school SEND CPD offer, communicating and co-ordinating action.
8. Lead the operational aspects of the SEND team.
9. Promote an ethos and culture that supports the school's SEND policy and promotes good outcomes for pupils with SEND or a disability.
10. Ensure assistive technology is in place for pupils to access education
11. Fulfill responsibilities as a qualified teacher.

Strategic development of SEND policy and provision

1. Support the SENDCO in ensuring that the SEND policy is put into practice and its objectives are reflected in the school Development Plan (SDP).
2. Maintain up-to-date knowledge of national and local initiatives that may affect the school's policy and practice through CPD.
3. Under the direction of the SENDCO, and working with the SENDCO, ensure that pupil data is used forensically to identify areas where there is underperformance in SEND pupils' outcomes.
4. Plan, implement and monitor inclusive quality first teaching and effective interventions.

Operation of the SEND policy and co-ordination of provision

1. Ensure that systems are in place to ensure the accurate maintenance of the SEND register.
2. Alongside the SENDCO, provide guidance to colleagues on teaching pupils with SEND, and advise on the graduated approach to SEND support
3. To support meetings of SEND staff, communicate information to staff and co-ordinate resulting action.
4. Work with other schools, educational psychologists, health and social care professionals, and other external agencies.
5. Be a key point of contact for external agencies, especially the local authority (LA).

Support for pupils with SEND

1. Under the direction of the SENDCO, identify a pupil's SEND.
2. Co-ordinate provision that meets the pupil's needs and monitor its effectiveness.
3. Secure relevant services for the pupil where a need arises.
4. Ensure records are maintained and kept up to date.
5. Lead on the writing, reviewing and implementation of Pen Portraits (SEND Learning Plans)
6. Review the education, health and care plan (EHCP) with parents or carers and the pupil.
7. Working with the SENDCO and other staff, ensure Pupil Profiles / SEND Learning Plans are used to set subject specific targets and match work well to pupils' needs.
8. Communicate regularly with parents or carers, ensuring accurate records are kept of meetings and discussions.

Other areas of responsibility

Whilst the SENDCO is responsible for ensuring that all SEND base/s are managed effectively, the Deputy SENDCO must work under the SENDCO's direction to ensure, on a day to day basis, that these areas are supportive, conducive to learning and that interventions have impact within the base/s.

Set high expectations which inspire, motivate and challenge pupils

1. Establish a safe and stimulating environment for pupils, rooted in mutual respect.
2. Set goals that stretch and challenge pupils of all backgrounds, abilities and dispositions.
3. Demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils.

Promote good progress and outcomes by pupils

1. Be accountable for pupils' attainment, progress and outcomes.
2. Plan teaching to build on pupils' capabilities and prior knowledge guide pupils to reflect on the progress they have made and their emerging needs.
3. Demonstrate knowledge and understanding of how pupils learn and how this impacts on teaching.
4. Encourage pupils to take a responsible and conscientious attitude to their own work and study.

Demonstrate good subject and curriculum knowledge

1. Have a secure knowledge of the relevant subject(s) and curriculum areas, foster and maintain pupils' interest in the subject, and address misunderstandings.
2. Demonstrate a critical understanding of developments in the subject and curriculum areas and promote the value of scholarship.
3. Demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English, whatever the teacher's specialist subject.

Plan and teach well-structured lessons

1. Impart knowledge and develop understanding through effective use of lesson time.
2. Promote a love of learning and children's intellectual curiosity.
3. Set homework and plan other out-of-class activities to consolidate and
4. Extend the knowledge and understanding pupils have acquired.
5. Reflect systematically on the effectiveness of lessons and approaches to teaching.
6. Contribute to the design and provision of an engaging curriculum within the relevant subject area(s).

Adapt teaching to respond to the strengths and needs of all pupils

1. Know when and how to differentiate appropriately, using approaches which enable pupils to be taught effectively.
2. Have a secure understanding of how a range of factors can inhibit pupils' ability to learn, and how best to overcome these demonstrate an awareness of the physical, social and intellectual development of children, and know how to adapt teaching to support pupils' education at different stages of development.
3. Have a clear understanding of the needs of all pupils, including those with special educational needs; those of high ability; those with English as an additional language; those with disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them.

Make accurate and productive use of assessment

1. Know and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements.
2. Make use of formative and summative assessment to secure pupils' progress.
3. Use relevant data to monitor progress, set targets, and plan subsequent lessons.
4. Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback.

Manage behaviour effectively to ensure a good and safe learning environment

1. Have clear rules and routines for behaviour in classrooms, and take responsibility for promoting good and courteous behaviour both in classrooms and around the school, in accordance with the school's behaviour policy.
2. Have high expectations of behaviour, and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly manage classes effectively, using approaches which are appropriate to pupils' needs in order to involve and motivate them.
3. Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary.

Fulfil wider professional responsibilities

1. Make a positive contribution to the wider life and ethos of the school.
2. Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support.

3. Deploy support staff effectively.
4. Take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues communicate effectively with parents with regard to pupils' achievements and well-being.

PERSONAL AND PROFESSIONAL CONDUCT

A teacher is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher's career.

1. Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:
2. Treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions.
3. Showing tolerance of and respect for the rights of others.
4. Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
5. Ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
6. Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.
7. Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

PERSON SPECIFICATION



**RAINHILL
HIGH SCHOOL**

Criteria	E/D	A/I
Teaching and Qualifications		
Qualified Teacher Status/QTLS	E	A
Degree in related area	E	A
National Award for SEND Co-ordination, or a willingness to complete it within 3 years of appointment	D	A/I
Recent Participation in Relevant In-Service Training	D	A
Leadership & Management		
Experience of a middle leadership role	D	A/I
Experience of carrying out quality assurance (QA)	D	A/I
Experience of leading CPD	D	A/I
The capacity for sustained hard work and resilience	E	I
The ability to motivate and inspire others	E	I
The ability to work with a range of stakeholders	E	I
Professional knowledge and understanding		
Subject National Curriculum – All Key Stages	E	A
Assessment	E	A
Teaching and Learning Strategies	E	A
Ability to Teach Subject to GCSE	E	A
Willingness to assist in delivery of extracurricular activities	E	A
An awareness of safeguarding children issues	E	A
Personal Skills and Attributes		
Ability to understand and demonstrate commitment to equality and diversity	E	A/I
High Level of Communication and Interpersonal Skills	E	A
Personal Motivation	E	I
Ability to Motivate Students	E	I
Excellent Organisation and Administration Skills	E	I
Excellent ICT Skills	E	I
Work as Part of a Team	E	A/I

E =

Essential requirement of the role

D = Desirable requirement of the role

A = Assessed via the application form

I = Assessed at Interview



STEPHENSON TRUST

Stephenson Trust is based in Rainhill, Merseyside and is currently a single school in a multi academy trust. We have several external partners, including Hope University, Ambition Institute, The Fowler Education Faculty, SSAT, Rainbow teaching school hub and the educational endowment fund.

We are now seeking to expand in the next couple of years with those who share our desire to provide an excellent education

In our trust, our vision is one of excellence for everyone, pupils and staff. We believe that by working together, we can make a positive difference to children`s lives. We place emphasis on wellbeing, collaboration and professional development for our staff, underpinned by research. Our aim is to ensure our students finish their education with us as well-rounded, well-grounded individuals who will make a positive contribution to society, which is partly achieved by ensuring our workforce is supported and professionally challenged, underpinned by comprehensive CPD programmes and wellbeing initiatives. We offer the following benefits, designed to promote your wellbeing and make your role enjoyable and rewarding.

For the right candidate there will be additional opportunities based on potential, ability and capacity to make a difference across the team and the school.

BENEFITS OF WORKING FOR STEPHENSON TRUST

- A culture that actively promotes a positive work-life balance
- Teachers' Pension Scheme with a generous employer contribution
- Flexible and Family Friendly Policies
- Continued Professional Development
- Lifestyle benefits and discounts
- National Terms and Conditions
- Free on-site parking
- On-site catering facilities

GUIDANCE FOR COMPLETING YOUR APPLICATION FORM

Your application form should be submitted to the school by email to the school's job vacancies email address provided, or by hard copy to the school postal address. Your application consists of two parts; the application form and the optional Equal Opportunities form.

Your application form will be used to measure you against the essential criteria as identified on the person specification. This is your opportunity to sell your skills, abilities and experience. It is important that you read the job description and person specification carefully and ensure that your application is tailored to the role you are applying for. You may also wish to submit a covering letter outlining how your career to date has prepared you for the post.

Take time to check your application form to ensure that you have completed all sections. Also check for any spelling and grammatical mistakes.

The Equal Opportunities form will be used to assist in monitoring the effects of the school's equal opportunities policy in recruitment and selection and will help us to develop and improve.

If you are applying for a post that includes working with children or vulnerable adults please include the date that you left secondary education. We may contact any of your previous employers to confirm information provided in your application.

Section 6: This is your opportunity to demonstrate to the shortlisting panel how you meet the essential criteria of the person specification. Use specific examples and evidence of your skills, abilities and experience to demonstrate how you meet the criteria.

Section 7: Please provide details of two referees, one of whom must be your current or most recent employer. Referees cannot be relatives or people writing solely in the capacity of friends. If you are applying for a post which involves working with children or vulnerable adults and you are not currently working with children or vulnerable adults, but have done so in the past, please provide details of the most recent employer of this type of employment.

Section 14: In line with the statutory guidance document Keeping Children Safe in Education (2024) the trust will conduct online searches after the shortlisting process for any candidates who accept an invitation to interview.

You are required to sign the form to confirm that the information you have provided is accurate and true. Providing false or misleading information could result in your application being rejected, a conditional offer being withdrawn or lead to disciplinary proceedings which may result in dismissal. If you send your application by email, it will be deemed that you have signed the declaration. You will be required to sign a copy of your application form if you are invited for interview or if you are offered the post subject to further checks.

Application forms should be returned to jobs@rainhillhigh.org.uk

Please note it is our policy to retain all application forms for unsuccessful applicants for a period of six months, after which time they are securely destroyed.

Click here for the [Teacher application form](#)