



The Elms Academy

The best in everyone™

Part of United Learning

Candidate Application Pack

Deputy SENDCo

CLOSING DATE: Friday 14th March 2025



WELCOME



Dear Candidate,

Thank you for your interest in The Elms Academy, a close-knit, warm and diverse community with a strong collaborative culture where everyone seeks to bring out the best in each other, and a commitment to high standards in everything we do. In testament to these high standards, our exam results in 2024 were our best yet. These results are due to the unique culture and community that has developed at The Elms Academy. The highest expectations of students and real academic rigour are combined with a strong focus on developing the whole child. There is a culture in which every single child matters and must be supported to achieve their full potential.

As an inner-London community school, our pupils reflect the diversity of the local area with nearly twice the national average proportion of those who qualify for Pupil Premium. Therefore, all staff at the academy are driven by a strong mission to provide educational excellence to every single student.

The Academy has cultivated a friendly and welcoming environment for all its staff, with a strong collaborative culture that has community at its heart. Our teachers feel empowered, supported and are provided with the highest-quality professional development and effective performance management. We pride ourselves on ensuring that every member of staff is supported to be the best they can in the classroom and to achieve their career aspirations. That helps us to build our own talent pipeline. We have made staff wellbeing a priority by promoting good physical and mental health and listening to the feedback from all staff. As part of United Learning, all staff benefit from a host of additional core benefits, access to tailored CPD and a wealth of resources and curriculum expertise.

Here is the opportunity for you to join one of the most happy and successful schools in United Learning and to be part of the incredible journey that The Elms Academy has been on. I look forward to meeting you.

Amy Welch, Principal

MORE PAY, MORE TIME, MORE SUPPORT

Working at The Elms Academy

We are proud to be part of United Learning Trust; our schools work as a team and achieve more by sharing than any single school could. Our subject specialists, group-wide intranet, own curriculum, and online learning portal all help us share knowledge and resource, helping to simplify work processes and manage workloads for an improved work-life balance.

As a Group our staff are better rewarded: with good career opportunities, benefits, and ultimately, the satisfaction of helping children to succeed. We invest in our staff wellbeing; it's our core ethos we call 'the best in everyone'.

Central Office staff work closely with schools, offering a wealth of expertise to underpin our knowledge. The specialist departments, including HR, finance, technology, strategy and performance, estates, and marketing, work alongside dedicated school improvement teams.

Committed to having a diverse and representative team

We welcome applications from everyone committed to our ethos and would particularly welcome applications from black and minority ethnic candidates, who are currently under-represented in the Group as a whole. We always appoint on merit.

Flexible Working

At United Learning, we value the dedication, professionalism and hard work of our teachers, support staff and school leaders, and strongly believe that everyone should be able to do their job without sacrificing a family life or compromising their well-being. We are committed to encouraging and enabling flexible working opportunities throughout our schools wherever possible and will support employees seeking to work more flexibly.

Find out more about working with us at www.theelmsacademy.org.uk/about-us/work-with-us.

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ADVERT

Job Title: Deputy SENDCo

Required: ASAP

Salary: £30,981.62 pro rata of £34,154 FTE

Contract: Permanent, 41 weeks per year

Working Hours: 37.5 hours per week

Accountable to: SENDCo

About the Job:

The Deputy SENDCo plays a key role in supporting the SENDCo to lead and manage the provision for students with Special Educational Needs and Disabilities (SEND). This includes identifying and assessing students, monitoring progress, and implementing evidence-based interventions to remove barriers to learning. The role involves working closely with teachers, LSAs, pastoral staff, families, and external agencies to ensure students receive the support they need. Additionally, the Deputy SENDCo oversees the Annual Review process, maintains accurate SEND records, coordinates access arrangements, and contributes to staff training. They will also play an active role in developing SEND strategy, supporting transition processes, and fostering an inclusive and high-achieving learning environment.

About the Person:

The ideal candidate will have a strong understanding of SEND legislation and best practices and will be committed to ensuring the best outcomes for students with SEND. They should have excellent communication and leadership skills, and the ability to work collaboratively with multiple stakeholders. Strong organisational skills and experience in monitoring student progress, developing interventions, and working with external agencies are essential. The successful candidate will be proactive, adaptable, and dedicated to creating an inclusive school environment where all students can thrive.

Safeguarding information: The Elms Academy are committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. An Enhanced Disclosure and Barring Service check is required for all successful applicants

UNITED LEARNING is a subsidiary charity of the not-for-profit charity, the United Church Schools (UCS) and shares with it the objective of managing schools which offer students a high-quality education based

Integrity

Ambition

Determination

Job Description

Job Title: Deputy SENDCo

Responsible for:

Supporting the SENDCO in the strategic leadership of SEND provision, advocating for students with special educational needs, and working closely with staff, families, and external agencies to ensure the best possible outcomes for students.

Job Purpose:

The Deputy SENDCO will support the SENDCO in leading the provision for students with Special Educational Needs and Disabilities (SEND). They will assist in identifying, assessing, and monitoring students with SEND, ensuring high-quality support and inclusive practices. The role involves collaborating with teachers, support staff, parents, and external agencies to enhance student progress and well-being.

Key Responsibilities:

Strategic Support

- Assist in identifying and assessing students with SEND through observations and collaboration with professionals and school staff.
- Oversee student screening and the allocation of evidence-based interventions.
- Monitor the progress of students receiving SEND support and implement strategies to address barriers to learning.
- Collaborate with teachers, inclusion staff, and pastoral teams to enhance student progress.
- Guide and support Learning Support Assistants (LSAs) in promoting achievement in the classroom.
- Create, update, and monitor the implementation of Pen Profiles.
- Lead the Annual Review process, ensuring compliance with local authority timelines and effective communication with students and families.
- Liaise with external agencies such as Educational Psychologists, Speech and Language Therapists, and specialist teachers to schedule and coordinate support.
- Develop bespoke interventions in collaboration with specialists.
- Analyse data to inform decision-making and interventions.
- Strengthen partnerships with families to support students with diagnosed and identified SEND needs.
- Gather evidence of student needs and interventions to support funding applications.
- Line manage and support the professional development of Learning Support Team members, including conducting observations and coaching sessions.

Job Description

- Observe teaching staff and provide feedback to enhance SEND provision.
- Organise and host parent meetings, coffee mornings, and drop-in sessions.
- Line manage Assistant SENDCOs to ensure effective performance.

Support for Students

- Plan and deliver small-group interventions tailored to student needs.
- Monitor student progress through observations and assessments.
- Set high expectations and support positive student behaviour in line with the Academy's policies.
- Facilitate student voice initiatives and implement relevant feedback.
- Support Year 7 transition, including visits, summer school, and record collation.
- Conduct home visits to strengthen school-home engagement.
- Oversee and monitor the use of exam access arrangements.

Administrative Support

- Maintain accurate SEND records, registers, and files.
- Manage and respond to SEND referrals from teachers.
- Assist in gathering evidence for access arrangements and funding applications.
- Timetable LSA support for students with EHCPs and adjust allocations as needed.
- Oversee the Annual Review process, ensuring all documentation is completed effectively.

Other Responsibilities

- Undertake any other duties assigned by the Principal, SLT, or SENDCO.
- Uphold safeguarding responsibilities in line with the school's child protection policies.
- Participate in staff training and professional development opportunities.
- Support school events such as Open Evenings, Parent Evenings, and Review Days.
- Foster positive working relationships across the Academy.

This job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may therefore be altered from time to time to reflect the changing need of the service, always in consultation with the postholder.

We are an inclusive academy and strive to inspire our community to be the best that it can be. It is our aim to be outstanding in all that we do.

We take the safeguarding of students and staff seriously at The Elms Academy. All staff are expected to support this ethos.

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Person specification

Essential:

- Experience working with students with SEND in a secondary school setting.
- Strong knowledge of the SEND Code of Practice and relevant legislation.
- Ability to assess and implement effective interventions for students with SEND.
- Excellent communication and interpersonal skills.
- Strong organisational and administrative abilities.
- Relevant qualifications - e.g. GCSEs/Level 2, or equivalent including Maths and English

Desirable:

- National Award for SEN Coordination (or willingness to work towards it).
- Experience in leading or managing SEND provision.
- Experience liaising with external agencies and parents.
- Training in specific SEND interventions (e.g., dyslexia, autism, speech and language support).



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