

Educational Needs Co-ordinator

Candidate Information Pack

Closing Date: 9am, Monday 8th June 2026



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Welcome from the CEO

Dear Applicant,

I am immensely proud to be Chief Executive of Spark Education Trust. We are a recently merged Trust comprising 4 secondary and 11 primary schools located across the Tees Valley and we provide opportunities for children and young people to reach their full potential, whatever their starting point. We know that this is best achieved in encouraging environments where mutual and self-respect is promoted. We want to grow confident young people able to work independently and think creatively in a fast-changing world.

We have high expectations for everyone, aspiring to excellence in teaching and achieving impressive standards in all areas of school life. Success beyond the classroom in sport and the arts are features of life across our Trust.

For our staff we provide positive working environments, a commitment to the highest quality professional development, opportunities to collaborate to create excellence and encouragement to forge career success.

Trustees, governors and leaders collaborate closely to ensure excellence in all aspects of Spark Education Trust. Our core values are mutual respect, hearty collaboration and courageous ambition and these drive our work ensuring that Spark schools are wonderful places to work.



Louise Spellman



Welcome from the Headteacher

Dear Applicant,

We are seeking to appoint a committed Educational Needs Co-ordinator to join our team. This is an exciting opportunity to join our school.

Laurence Jackson School is a genuinely comprehensive school serving the rural town of Guisborough and surrounding rural area. Students also choose to come to Laurence Jackson from south Middlesbrough. Whilst the school has a pupil premium that is broadly in line with the national average at 25%, our intake is wide ranging by nature, and we are proud of our very inclusive philosophy. In June 2024, Ofsted rated our school as Good.

The school is a larger than average 11 to 16 secondary school with 1240 on roll and PAN of 1250 and is full on first choices for September 2024 and has been oversubscribed for the last three years. Student mobility is low. The school moved into a new building in 2016 as part of the Building Schools for the Future initiative. The new school provides an excellent learning environment.

We have a strong and committed staff team and are very invested in developing our staff and providing excellent opportunities for progression and development and offer a number of opportunities for progression both in the school and wider trust

Kind regards,



Catherine Jukes
Executive Headteacher



Educational Needs Co-ordinator

Job Title: Educational Needs Co-ordinator

Location: Laurence Jackson (Guisborough)

Start Date: 1st September 2026

Actual Salary: £33,864 to £36,950 (Grade K, SCP 27 to 30) pending job evaluation outcome

Hours of Work: 37 hours per week, term time plus 10 days

Contract Type: Permanent

Closing Date: 9am, Monday 8th June 2026

Interviews: Friday 12th June 2026

About the Role

We are seeking to appoint an Educational Needs Co-ordinator to support with the co-ordination of the SEND provision at Laurence Jackson School. The successful candidate will join a well-established SEN team, in a leadership position, to work together to ensure children, regardless of need, achieve their academic potential by supporting the professional work of teachers.

About Us

We are a recently merged Trust, Spark Education Trust which currently consists of 11 Primary Schools and 4 Secondary Schools. The Spark Education Trust can offer you a professional challenge and a rewarding opportunity, working with collaborative schools that are passionate about the progress and development of every student.

What we have:

- A positive and caring ethos and working atmosphere
- Friendly children, eager to learn and achieve
- An aspirational curriculum for all students
- A committed, enthusiastic and supportive staff team
- Excellent support from the Governing Body, the staff and parents/carers
- Opportunities for career development

For further details on us as an organisation, please click [here](#).

For further information on the school, please click [here](#).

How to Apply

Please make sure that the application form is completed and returned via email to vacancies@laurencejackson.org addressed to Mrs C Jukes, Headteacher.

Please note that feedback will only be given to shortlisted candidates, if you do not receive an invite to interview within 30 days of the advert's closing date assume that you have been unsuccessful in your application for this post.

Safeguarding Notice

The Spark Education Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced DBS check. The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974. We will also carry out an online search on shortlisted candidates to help identify any incidents or issues that are publicly available online.

Laurence Jackson School is committed to safeguarding, for further information on the school's Safeguarding and Child Protection Policy please click [here](#).

Job Description

Job Title:	Educational Needs Coordinator
Purpose:	To lead the provision of high-quality provision for students with special educational needs
Reporting to:	AHT SENCO
Responsible for:	The quality of provision for students with special education needs
Liaising with:	Executive Headteacher, Head of School, Deputy Headteacher and other members of the senior leadership team, Subject Leaders, Pastoral Leaders and relevant staff with cross-school responsibilities, relevant support staff, parents/carers and governors
Scale:	Grade K (SCP 27-30) pending job evaluation outcome

MAIN (CORE) DUTIES

MAIN (CORE) DUTIES	
School ethos and values	<ul style="list-style-type: none"> Promote the culture of school through inspiring excellence and the 5 Rs (Ready, Respectful, Resilient, Relationships and Reflection).
Leadership	<ul style="list-style-type: none"> Maintain high standards of uniform Lead, manage and deliver a range of interventions, including Literacy and Numeracy programs Support with the delivery of the Specialist Small Group Provision bespoke curriculum offer Support with the management of Provision Map, ensuring that it is kept up to date and review progress in line with the departments Assess, Plan, Do, Review cycle Utilise Provision Map to track and monitor provisions and ensuring that reviews are completed for assigned provisions Support with the Exam Access Arrangements process at the direction of the SENCo Take a leading role with SEN Support Panel so that concerns about students are robustly reviewed Identify students who would benefit from additional support and/or interventions and ensure that they are put in place Line Manage a team of Learning Support Assistants, ensuring that they are held to account for the effectiveness of the support they provide to students Work collaboratively with teachers and other professionals to work towards the successful completion of identified targets for individual students Support with the transition of students and the delivery of bespoke transition plans, working in collaboration with Parents/Carers and external agencies To manage the smooth running of the Student Support area Co-ordination of staff absence and cover across the department
ENCo Responsibilities	<ul style="list-style-type: none"> Line manage identified team of LSAs and support Provide support in lessons Lead on EHCP reviews assigned by the SENCO Ensure that SEN support pans for designated year groups are up to date and completed by relevant staff members Quality assure SEN support pans using Provision Map software Develop and co-ordinate CPD for LSAs Oversee the induction of new LSAs/supply LSAs Maintain regular contact with the families of students and keep them informed of the students' needs and progress, securing family support and involvement

	<ul style="list-style-type: none"> • Utilise assessment software and tools to support with the identification of students with additional needs • Attend Academic Review Evenings and other events at the direction of the SENCO to support the development of relationships with parents/carers
Communication	<ul style="list-style-type: none"> • Meet as part of the SEND Leadership Team on a weekly basis to engage in the strategic planning for the department • Meet the SENCo on a biweekly basis as part of line management

General	<ul style="list-style-type: none"> • Attend relevant meetings • Uphold and actively support the school's policies and procedures • Undertake any other duties which might reasonably be regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms • Be aware and comply with policies and procedures relating to Child Protection, health, safety and security, confidentiality and data protection reporting all concerns to an appropriate person • Show a duty of care and take appropriate action to comply with health and safety requirements at all times • Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory • Participate in training and other learning activities and performance development as required • To play a full part in the life of the school community, to support its ethos and to encourage staff and students to follow this example. • To continue personal development as agreed. • To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate. • To undertake any other duty as specified by STPCD not mentioned in the above. • Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers
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Person Specification

Criteria	Essential	Desirable
Qualifications/Training/Experience	<ul style="list-style-type: none"> • Education to at least GCSE level in English and Maths (or equivalent) • ICT competence • <u>Experience of working with students with additional needs</u> • <u>Qualifications and experience related to the post</u> 	<ul style="list-style-type: none"> • Further Education Qualifications • Appropriate knowledge of health and safety and first aid • <u>Evidence of other appropriate qualifications</u> • <u>Qualified at NVQ level 3 or equivalent or experience</u> • <u>Exam Access Qualification</u>
Knowledge and Understanding	<ul style="list-style-type: none"> • Knowledge of the SEND code of practice • Knowledge of a range of SEND interventions • Ability to monitor and evaluate student progress • Ability to provide professional feedback to a range of stakeholders • Ability to plan and deliver numeracy and literacy interventions • Having worked as part of a team 	<ul style="list-style-type: none"> • Experience of working in a school • Knowledge of the educational health care plan annual review process • Knowledge of the JCQ guidelines regarding exam access arrangements
<u>Leadership and Management</u>	<ul style="list-style-type: none"> • Ability to work with a variety of stakeholders including parent/carers and external professionals • Line manage and lead a team • Ability to show initiative and proactiveness in developing bespoke packages of support • Excellent communication skills 	<ul style="list-style-type: none"> • Knowledge of exclusion processes and legislation • Knowledge of social care systems • Understanding of safeguarding and child protection
Personal attributes	<ul style="list-style-type: none"> • Friendly & approachable • Patience and sensitivity to children's needs • Enjoy working with young people • Self-motivated, resilient and with stamina • Excellent interpersonal skills • Well organised - able to prioritise/plan a day's work • Committed to continual personal development • Reliable • Has initiative 	<ul style="list-style-type: none"> • Problem solving • Innovation, creativity and critical reflective thinking

How to Apply

Application forms and further details are available on the Trust's website -

www.sparkeducationtrust.org.uk

Please make sure that the application form is completed and returned via email to vacancies@laurencejackson.org addressed to Mrs C Jukes.

Applications submitted on anything other than the official application form and applications from agencies will not be accepted.

Confidential References

Two referees should be nominated, including one from your current/most recent employer - Those from an education setting must provide the Headteacher as one of their references or to be signed and checked by the Headteacher.

Job Description

Details the main responsibilities for this post and the personal and professional qualities required.

Person Specification

Sets out the criteria to be used for the shortlisting process.

Closing date: 9am, Monday 8th June 2026

Interviews to be held: Friday, 12th June 2026

Employee Benefits

Wellbeing

Free and confidential support.

Up to six sessions of structured counselling, if recommended.

Pensions

All eligible staff automatically join either The Teachers Pension Scheme or the Local Government Pension Scheme upon the start of their employment.

As members of these schemes, employees have access to the full range of membership benefits including a Death in Service payment is included in the Teacher Pension Plan and Local Government Pension Scheme.

Cycle to work

We also provide a cycle to work scheme, which is a recognised Inland Revenue salary sacrifice scheme through www.greencommuteinitiative.uk which enables staff to access a new bike and bike equipment.

Work Life Balance

We provide a generous Annual Leave entitlement for Support Staff of 27 days leave, rising to 32 days leave following 5 years' service, in addition to statutory bank holidays.

As we are supportive of flexible working, we have many staff working on individual working arrangements and we offer many roles working term time only contracts, to assist with individuals work life balance.

Professional Development

As we believe in supporting and developing our staff, we offer extensive career development opportunities and actively seek to develop and promote staff where possible.