



CANDIDATE RECRUITMENT PACK

Head of ASC Base (Polden Centre)

Salary: BTCT Leadership Scale 6-8 (£60,619 - £63,688)

Contract: Full-time, permanent

Closing date: Thursday 8th October 2026 at 11:59pm

Start date: January 2027

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Welcome from the Headteacher

It is a pleasure to welcome you to Bridgwater College Academy and to invite applications for the role of Head of the Polden Centre (ASC Base).

Since opening in 2012 as one of the first all-through academies in the South West, Bridgwater College Academy has grown into an ambitious, inclusive and supportive community. Our all-through model enables us to provide continuity of care and learning for students from Nursery through to Year 11.

We are currently on an important school improvement journey and are working with determination and ambition to secure the very best outcomes for all our students. With the support of Bridgwater & Taunton College Trust, a dedicated staff team and a clear vision for the future, this is an exciting time to join the Academy and help shape its next chapter.

The Polden Centre is central to our commitment to inclusive education, providing specialist support for students with autism within a nurturing and aspirational environment. We are proud of the provision we offer and remain committed to ensuring every student is supported to achieve their full potential academically, socially and emotionally.

As Head of the Polden Centre, you will lead a skilled and dedicated team, overseeing provision, curriculum and support for students within the Centre. This is an exciting opportunity for a passionate and committed leader to further develop our ASC provision and make a lasting difference to the lives of young people and their families.

If you are an inspiring and values-driven leader with the experience, passion and commitment to lead and develop our ASC provision, I warmly encourage you to apply.

Warm regards,

Laura Campbell
Headteacher of Secondary Phase

About Bridgwater College Academy and Our Vision

Bridgwater is a historic market town in Somerset with a rich cultural heritage and a strong sense of community. Best known for hosting Europe's largest illuminated carnival, the town has a proud tradition of celebration and togetherness. Today, Bridgwater is also a town on the rise. Significant investment in housing, infrastructure, and industry, including the nearby Hinkley Point C project, is driving rapid growth and opportunity.

At the heart of this community is Bridgwater College Academy (BCA) is a large, all-through academy educating pupils from age 3 to 16. Established in 2012, BCA was one of the first all-through schools in the Southwest and remains distinctive in its ability to provide a seamless journey from nursery through to GCSEs.

Our structure brings consistency and stability, supporting pupils to achieve their potential at every stage. It allows staff to build long-term relationships with children and their families, and it gives colleagues the unique privilege of seeing the long-term impact of their work on pupils' progress and development.

We are proud to serve a diverse and vibrant community, raising aspirations and widening opportunities. Our broad and balanced curriculum is complemented by strong pastoral care and enrichment opportunities, preparing our pupils for life beyond school.

The town of Bridgwater is ideally placed for those seeking an excellent quality of life. Set between the Quantock Hills, the Mendips, and the Somerset Levels, Bridgwater offers easy access to stunning countryside, walking trails, and the nearby coastline. Its location on the M5 and mainline rail network ensures excellent connectivity to Bristol, Exeter, Taunton, and London, making it an increasingly attractive place to live and work.

Our Core Purpose:

Every Child Achieves

BTCT Values:

Ambitious | Collaborative | Inclusive

Bridgwater College Academy Vision

At BCA we demonstrate **high expectations** through the promotion of **reading, respect, resilience** and **responsibility**.

All BCA students will:

- be able to read fluently at a level that reflects their chronological age or higher.
- always demonstrate respect and strive to build positive relationships with others.
- be resilient when facing challenges and take responsibility for themselves and their community.

Bridgwater College Primary Academy Core Principles

We are committed to inclusive classrooms which promote active engagement in learning by all pupils.

We aspire for everyone to feel heard, and we work hard to communicate with each other effectively so that we can all achieve our best.

We are focused on preparing pupils for their future in the wider world by promoting community engagement, social awareness and cultural understanding.

We endeavour to cultivate a lifelong love of reading by immersing pupils in diverse narratives, expanding knowledge and fostering critical thinking skills.

The Role

Job Title:	Head of Polden Centre (ASC Base)
Hours:	Full time
Scale:	BTCT Leadership Pay Scale Points 6-8 (£58,569 - £61,534)
Required from:	September 2026 (or by January 2027 at the latest)

Bridgwater College Academy is seeking an exceptional and passionate leader to join our dedicated SEND team as Head of Polden Centre ASC Base. This is a rewarding opportunity to lead our specialist Autism Spectrum Condition (ASC) provision and play a key role in our continued journey of school improvement.

As a school, we are committed to securing the very best outcomes for every student. The successful candidate will contribute to this vision by leading and developing our specialist ASC provision, ensuring students receive outstanding academic, social and emotional support within a safe, inclusive and aspirational learning environment.

You will lead a skilled specialist team, oversee student provision and curriculum pathways, and work collaboratively with families, external agencies and colleagues across the Academy and Trust. As a member of the wider leadership team, you will help promote high expectations, inclusive practice and continuous improvement across the school.

In this role, you will:

- Lead and manage the Polden Centre ASC provision
- Ensure inclusive, personalised learning opportunities for students with ASC
- Coordinate EHCP annual reviews and SEND review meetings
- Support staff development and deliver autism-focused training
- Develop positive partnerships with parents, external agencies and County Hall
- Monitor student progress, provision and intervention strategies
- Promote student wellbeing, independence and voice
- Support inclusive practice across the wider Academy

Who We're Looking For

We are looking for an experienced and credible leader who:

- Holds Qualified Teacher Status (QTS)
- Has significant experience working with students with ASC/SEND
- Is a confident and compassionate leader
- Has excellent communication and organisational skills
- Is committed to inclusive education and improving outcomes for all learners
- Can support and coach colleagues to develop outstanding practice

Why Join Us?

At Bridgwater College Academy, our colleagues benefit from:

- Teachers' pension scheme
- Employee Reward Scheme – including high-street discounts and a staff wellbeing centre.
- Opportunities to work collaboratively across the Trust
- A chance to shape and develop specialist ASC provision

How to Apply

For more information and to apply, please visit [BTC Trust Careers Page](#). Informal discussions and visits to the school are warmly encouraged. Please contact us to arrange.

Safeguarding Statement

Bridgwater & Taunton College Trust is dedicated to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share its commitment. Our mission is that all children achieve. This post is exempt from Rehabilitation of Offenders Act (1974). A comprehensive screening process will be undertaken on all applicants, which will include a check with the Disclosure and Barring Service (DBS).

Contact Details

Bridgwater College Academy, Parkway, Bridgwater, TA6 4QY
01278 727327 | [Bridgwater College Academy Email](#) | [BTC Trust Recruitment Email](#)
[Bridgwater College Academy Website](#) | [BTC Trust Website](#)

Job Description

Core Purpose

To be responsible for the leadership of the ASC Resource Centre (Polden Centre), with responsibility for the management of placements, provision and curriculum for students within the Centre.

To lead and develop a professional, skilled based team to meet the needs of students within the Polden Centre.

Main Responsibilities

The responsibilities of this role could vary as a result of new legislation, changes in technology or policy changes. This job description is not an exhaustive list of tasks of the role.

Students and Curriculum

- Ensure the needs of all Polden Centre students are met through an inclusive environment and curriculum; providing equal opportunities for all.
- Ensure the curriculum and teaching approaches in the Polden Centre and wider school environment meets individual needs for both academic and social/emotional progression.
- Ensure the Polden Centre is a positive, inspiring and caring environment where students feel safe and secure and can develop excellent relationships with staff and peers.
- Encourage and create opportunities to increase student voice, ensuring individuals know their opinion is valued and listened to.
- Lead on the development of the Assess, Plan, Do, Review process for students within the Polden Centre.
- Coordinate and lead the Annual Review process and other related meetings, such as LAC reviews and multi-agency reviews.
- Coordinate termly SEND review meetings with parents.
- Manage and coordinate the involvement and intervention of outside agencies to support students.
- Develop wider curriculum opportunities in the Polden Centre including ASDAN and alternative curriculum pathways.
- Teach either individuals or small groups within the ASC Centre as required.
- Monitor mainstream lessons and provision for students with ASC, offering feedback and coaching to staff.
- Ensure support documents are in place for students including:
 - Risk Assessments
 - Positive Handling Plans
 - Pupil Passports
 - Five Point Scale/Zones of Regulation
 - Provision Maps
 - EHCP tracking tools

Environment and Staff

- Be the lead professional contact between Local Authority and the Polden Centre.
- Review and return consultation papers regarding potential new students.
- Lead transition processes for students entering and leaving the Polden Centre.
- Establish links with parents, schools, colleges and external agencies.
- Monitor and support the daily organisation of ASC Centre staff and resources.
- Oversee the induction of new staff.
- Coordinate appraisal processes and staff development.
- Raise awareness of autism and supportive strategies through staff training.
- Coordinate consultation meetings with specialist teams and Educational Psychologists.
- Produce and update the SEND Information Report for the Polden Centre.
- Complete annual Health and Safety checks within the Polden Centre.
- Work alongside the Child Protection Officer allocated to the Polden Centre.
- Keep up to date with current research on Autism and disseminate best practice.
- Monitor staff training and ensure staff are Team Teach trained.
- Meet regularly with the Director of Inclusion regarding progress and developments and work alongside the BTCT Trust team.
- Complete a Polden Centre Action Plan.
- Participate in Trust SEND forums and provide outreach support where required.

General Responsibilities

- Write reports as appropriate, including reports for Statutory Reviews.
- Update and maintain student records and logs.
- Participate in wider SEND developments within the Academy.
- Take responsibility for own professional development.
- Demonstrate commitment to involving parents, carers and students in the learning process.

Other Duties

- Attend mandatory training courses, e.g., Child Protection, Equal Opportunities and Health and Safety related courses
- Promote and celebrate an approach of equality, diversity and inclusion for all colleagues, students and external stakeholders.
- Responsible for the health and safety of themselves and others
- Responsible for the safeguarding of and promotion of wellbeing for both children and colleagues
- Be a team player and contribute towards the vision, culture and ethos of the Trust
- From time to time, you may be required to carry out other duties commensurate with the role.

Person Specification

Area to be assessed	Essential criteria	Desirable criteria
Safeguarding	Must be able to demonstrate a commitment to the safeguarding and well-being of children and young people.	
Qualifications/Experience	Qualified Teacher Status and significant experience of working with students with an autistic spectrum disorder. Recent, relevant training in the understanding and teaching of students with an autistic spectrum disorder.	Additional SEN/ASC qualification desirable.
Knowledge/Skills	Good understanding of behaviour management strategies, inclusive teaching approaches, assessment and intervention processes. Evidence of a good understanding of a range of teaching styles and approaches appropriate for inclusive education for ASC children. Experience of supporting/mentoring colleagues in order to secure school improvement. Experience in advising others on autistic spectrum disorders to aid teaching and learning and confidence in delivering INSET to a variety of audiences across the Trust. Evidence of the ability to assess and raise student	Team Teach training or equivalent.

	achievement, ensuring the needs of individual/groups of students are met. Demonstrates good communication skills and the ability to develop trusting, professional relationships with parents/carers, staff and students. Excellent communication, organisation and teamwork skills.	
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