



# **SENCO/Inclusion Lead (part time - 60%)**

## **Meadow Primary School and Wimbish Primary Academy**

### **Candidate Information Pack**



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## Welcome from the Chief Executive Officer

Thank you for your interest in the position of SENCO/Inclusion Lead at Meadow Primary School and Wimbish Primary Academy, part of Anglian Learning.

We are an ambitious, outward looking school trust consisting of seven secondary schools and eleven primary schools, the latest to join our community being Stour Valley Community School and Clare Community Primary School in March 2025. While each of our academies retains very clearly their own identity and ethos, we are collectively passionate in our belief that all young people deserve to have access to an outstanding education, and which crucially enables them to thrive in the local, national, and global communities in which they live.

Anglian Learning has been founded on strong collaborative and trusting relationships, where everybody is committed to sharing their successes, but equally open to innovative ideas and alternative perspectives. We also passionately believe that our most valuable resource is our people, and if you apply and are successful in your application, we promise to develop and support you in your career, as well as providing a caring, friendly environment in which to work.

For an informal discussion regarding this role, please contact Nichola Pickford, [npickford@anglianlearning.org](mailto:npickford@anglianlearning.org)

I hope that you find the following information useful. If you wish to make an application for this vacancy, please see contact information within.

We look forward to hearing from you.

Yours sincerely



Jonathan Culpin  
Chief Executive Officer



## Anglian Learning

Our mission is to build an innovative partnership of academies that excites, inspires, and empowers our people – pupils, staff, and the community in which we work - to be the absolute best they can be, to have the confidence to think creatively, and embrace new challenges. Through this we will seek to support and inspire our young people to be dynamic learners who will live, grow, and thrive in the local, national, and global community in which they live and will work.

Currently, the Trust educates more than 9000 pupils and employs over 1200 members of staff in 18 schools across three counties, with a 19<sup>th</sup> school due to open in the near future. Several of our schools provide adult education opportunities, reflecting our commitment to lifelong learning and we also operate our own sport centres, under the banner of Anglian Leisure.

We are recent winners of the NGA Outstanding Governance Award; have a unique partnership with Arts Council England, reflecting our commitment to arts education; and are one of the eight National Creativity Collaborative pilot hubs. We are strategic partners in the local teaching school hub, working closely with other trusts to provide professional qualifications in addition to our own very extensive professional learning programmes.

We provide school improvement support to our schools, alongside finance, human resources, ICT, and estates support. Many of our leaders, teachers, and professional services staff are involved in networks across the Trust to share best practice and build skills and knowledge, with some taking on cross-trust leadership positions.

Our most recent staff survey indicated that a high proportion of staff:

- ✓ Feel as though they belong within Anglian Learning
- ✓ Agree that they are provided with relevant opportunities for professional development
- ✓ Feel that there is a positive culture of psychological safety within their school
- ✓ Have high levels of job satisfaction and happiness at work
- ✓ Would recommend our organisation as a great place to work
- ✓ Almost all staff who responded to the survey feel part a team within their school and can rely on colleagues for support when needed.

Our four core values and principles guide our work to achieve our vision:



### Aspiration

We are ambitious for ourselves and all those in our community to be the best we can be



### Community

We underpin our relationships with a culture of support, respect and trust, recognising we are stronger together



### Empowerment

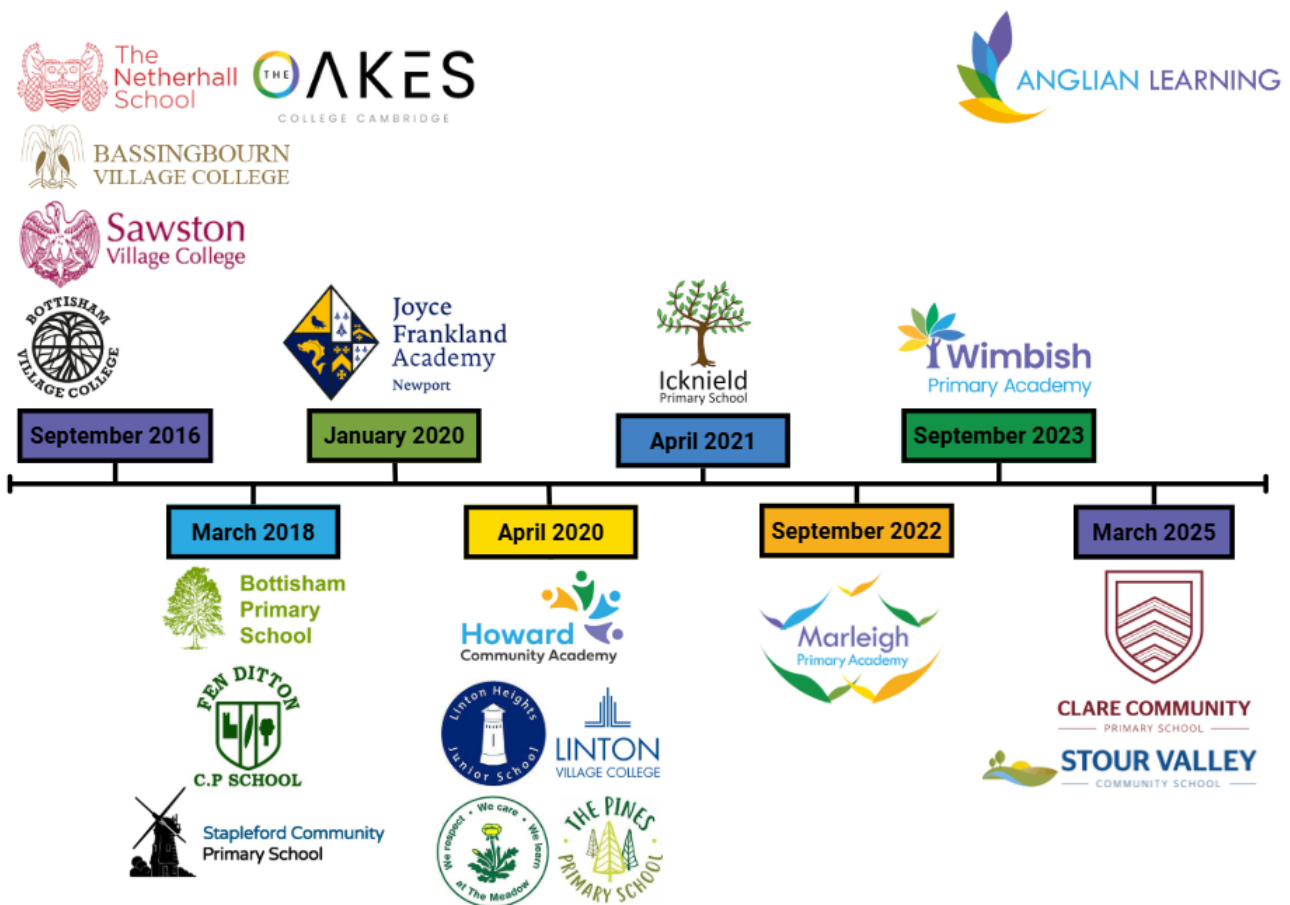
We enable our academies, staff and learners to embrace new ideas and think creatively



### Inclusivity

We believe in equality of opportunity, celebrating everyone's differences and supporting learners of all abilities from all backgrounds

It is an exciting time to join our growing community of schools.



We aim to achieve this by raising the educational attainment of all our young people and using the collective energy and cross-school educational fertilisation within the Trust to improve life chances by:

- Developing a dynamic and inspirational culture for teaching and learning excellence.
- Providing pupils with stimulating and valuable enrichment opportunities across the curriculum.
- Building a curriculum and assessment structure that will enable teachers, pupils, and parents to celebrate success and respond swiftly to challenge.
- Encouraging innovation and risk-taking through a focus on research and best practice locally, nationally, and internationally.
- Promoting, enabling, and supporting leadership at all levels to flourish in individual schools and across the Trust.
- Providing high quality professional learning opportunities for staff at all levels in the Trust

## **Meadow Primary School – About Our School**

The Meadow Primary School is set in the village of Balsham in South Cambridgeshire. We are nestled on the Suffolk, Cambridgeshire and Essex borders. Our school offers a picturesque and peaceful environment for learning that enhances the educational experience we offer to our children. We are proud to be part of Anglian Learning which supports our commitment to excellence and continuous improvement in education.

At the heart of everything we do for children and families are our safe, stimulating, and inclusive learning environments, where every community member is valued and respected. We have developed strong relationships with parents to ensure that children reach their full potential.

In our happy and caring school, we continually strive to provide an exciting, relevant, and challenging curriculum that promotes lifelong learning and comprehensive education. This includes residential trips, whole school topics, excursions, regular visitors, and open afternoons and events that invite parents and carers into the school.

Our school motto, “We Respect, We Care, We Learn,” is embedded in everything we do. We are very proud of our school and hope you will visit to see for yourself!

The Meadow works in very close partnership with Wimbish Primary Academy with a shared curriculum, shared planning time and a shared Leadership Team.

## **Wimbish Primary Academy – About Our School**

Located in the heart of the Essex countryside within a small but friendly community, Wimbish connects the local villages by offering a safe learning environment that nurtures, enriches and inspires our pupils to do their best. Building positive relationships with our colleagues, pupils, their families, and the wider community is at the heart of everything we do.

Alongside providing an engaging curriculum in the classrooms, our school sits within five acres of land and includes a pond and forest, providing the perfect setting for our Forest School lessons which teach the pupils to appreciate and learn about the surrounding natural environment.

We are a proud school that cares for each other and always shares best practice to ensure all pupils reach their full potential.

The distance between Wimbish and The Meadow is 11 miles.





## **SENCO/Inclusion Lead (potential to include 2 days in EYFS/KS1 as well for the right candidate)**

### **About the role**

#### ***Required for September 2025: SENCO 3 days a week (60%)***

This post is suitable for a qualified SENCO or someone willing to undertake the necessary qualification. There may be the potential for some remote working for the right candidate.

**Hours:** 60% - Hours in line with teachers pay and conditions

**Contract Type:** Permanent

**Salary:** MPS or UPS with SEN Allowance of £3,391 (pro rata for part time staff)

**Location:** Meadow Primary School and Wimbish Primary Academy, but may be expected to travel between other sites for training or meetings.

We are seeking to appoint the right person to coordinate inclusion at both of our friendly and supportive schools, working between The Meadow and Wimbish. The Special Educational Needs Coordinator, with the support of the Executive Headteacher, is responsible for inspiring and motivating the school community to develop effective ways of overcoming barriers to learning and promoting effective teaching and learning for children with specific needs or vulnerabilities. This is a key role for the school, and the successful applicant will be part of the Wider Senior Leadership Team, driving the school forward.

In this pivotal role, you will lead a team committed to ensuring that all children, regardless of their needs, receive the support they require to thrive. You will work closely with staff, offering guidance and support to maintain our high expectations and inclusive ethos. The role will also include overseeing our pupil premium spend, line management of Teaching Assistants and supporting both schools in implementing our mental health strategy. We offer high quality and personalised training packages to support all of our staff, including this role.

As a Trust, our SENCOs work closely with each other and our Director of Inclusion, developing and sharing good practice amongst our schools.

At both the Meadow and Wimbish, we work closely in our phased teams and support one another. We have a skilled team of Teaching Assistants and amazing children. Our curriculum at both schools is tailored to meet the needs of our learners and is exciting and progressive. Our passion is creating lifelong learners and children who believe in themselves and each other, this. The ethos and community spirit of our schools is clearly visible, and the children and staff take pride in both of our schools.

If you have the skills, determination and experience to support us in raising standards then we'd love to hear from you.

The Meadow and Wimbish are part of Anglian Learning, an Academy Trust which enables us to provide high quality CPD, often bespoke to our individual staff. We also work closely with other schools both in our local cluster and the Trust in a partnership of school-to-school support, both offering and receiving in-house training, networking opportunities and support.

**Our school provides many opportunities including:**

- Laptop and ipad
- Enthusiastic and talented children who love to learn
- Committed staff who work collaboratively
- Bespoke programmes of CPD, offered through school and external teaching partnerships
- An induction programme to support new staff
- Supportive and committed governors and parents
- Opportunities to contribute to our Multi – Academy Trust
- A network of SENCOs who actively support one another

**For this post, we welcome applications from teachers on the MPS, UPS**

We believe in investing in our employees' development and are happy to support the successful candidate by providing opportunities for upskilling and funding relevant qualifications via resources available to the Trust.

**Employee Benefits**

Anglian Learning offers the following benefits to staff.

- Teachers Pension Scheme
- Free membership to all [Anglian Leisure](#)'s Sports Centres - *Bassingbourn, Bottisham, Sawston, Joyce Frankland, Linton and Netherhall*
- 20% Discount on Adult Education Classes run by Anglian Learning School's
- Employee Assistance Programme via Health Assured
- Cycle To Work Salary Sacrifice Scheme
- Discounted Eye Care Vouchers
- Annual Flu Jab Vouchers
- Perkbox
- Investment in Personal Development

**Application**

If you would like to arrange an informal discussion, please contact Nichola Pickford, Executive Headteacher, [npickford@anglianlearning.org](mailto:npickford@anglianlearning.org)

To apply for this vacancy please complete the application process via our website at <https://anglianlearning.org/join-anglian-learning/vacancies/> outlining how your skills and experience will enable you to be successful in this role.

*Please note that CVs will not be accepted.*

If for any reason you need to apply via an alternative accessible format, please do contact us on [hr@anglianlearning.org](mailto:hr@anglianlearning.org)

**Closing Date:** 4pm on Tuesday 20<sup>th</sup> May 2025

**Interview date:** WC 19<sup>th</sup> May 2025

**Start date:** September 1<sup>st</sup>, 2025

***We encourage early applications as we do reserve the right to close the application window ahead of schedule and to conduct interviews earlier than the closing date stated.***



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Anglian Learning is committed to safeguarding and promoting the welfare of young people and vulnerable adults. We expect all staff to share this commitment and those in regulated activity will be subject to an Enhanced DBS Check and online checks. Certificate of Good Conduct and other applicable checks may be requested. This post is exempt from the Rehabilitation of Offenders Act. Our policies for Ex-Offenders, GDPR, Safeguarding and Recruitment can be found on our website: [www.anglianlearning.org](http://www.anglianlearning.org)

We value diversity and welcome applications from all, including those with protected characteristics under the Equality Act. Flexible working will be considered for all roles deemed suitable.

As a result of the changes to the UK immigration rules which came into effect on 1 January 2021, Anglian Learning will offer sponsorship for a skilled worker visa under the points-based system, where a role has been deemed to be business critical'. Do contact us to discuss further.

Please note the photo(s) of pupils attached to this notice were used under the legal ground of consent, for the purpose of preparing publications that promote the school

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## **SENCO/Inclusion Lead– Job Description**

### **Job Description**

Job Title: SENDCO

Salary: MPS/ UPS plus TLR2, £3,391 (pro rata for part time staff)

#### **Job Purpose**

The Special Educational needs and Disabilities Co-ordinator (SENDCo)/Inclusion Lead will support the Executive Headteacher, the Senior Leadership Team, and the Local Governing Body in developing and implementing the special educational needs and Disabilities (SEND) and Pupil Premium policies and provisions at our schools.

The SENDCo is tasked with the day-to-day implementation of the SEND Policy, coordinating specialised provisions for individual pupils with SEND, including those with Education, Health, and Care Plans (EHCPs). They will provide guidance on SEND strategies and provisions to staff and collaborate closely with staff, parents, and local agencies.

While the SENDCo oversees the broader provisions for pupils with SEN or disabilities, class teachers are responsible for the everyday educational support and management of these pupils within their classrooms.

#### **Strategic Development:**

- Collaborate with leadership to advise on and support the strategic development of SEND policies and provisions.
- Collaborate with leadership to advise on and support the strategic development of Pupil Premium policies and provisions.
- Collaborate with leadership to advise on and support the strategic development of mental health policies and provisions.
- Ensure the effective use of the school's delegated budget and resources to meet pupils' needs.
- Uphold the school's responsibilities under the Equality Act (2010), focusing on reasonable adjustments and access arrangements.
- Prepare and review information required for publication by the Governing Board and Trust.

#### **Operational Management:**

- Maintain an accurate SEND register and provision map.
- Work with SLT to timetable and effectively deploy teaching assistants.
- Maintain an accurate Pupil Premium register.
- Provide guidance on the Anglian Learning graduated approach to SEND support.
- Coordinate with various departments to optimise the use of the school's budget and resources, including staff deployment.
- Serve as a liaison to external agencies, including the local authority, and ensure effective collaboration.
- Analyse data to track the progress of pupils with SEN or disabilities and those entitled to Pupil Premium.

- Implement and lead intervention groups for pupils with SEND and evaluate their effectiveness.

### **Support for Pupils:**

- Identify and coordinate support for pupils with SEN or disabilities.
- Monitor and evaluate the effectiveness of individual provisions.
- Facilitate communication with parents/carers about their children's plans and progress.
- Support transitions for pupils moving to other schools, ensuring seamless information transfer and adjustment.
- Secure relevant services for the pupil.
- Ensure records are maintained and kept up to date.
- Review the education, health and care plan (EHCP) with parents or carers and the pupil.
- Communicate regularly with parents/carers.
- Promote the pupil's inclusion in the school community and access to the curriculum, facilities and extra-curricular activities.
- Work with the designated teacher for looked-after children (LAC), where a looked-after pupil has SEN or a disability.

### **Leadership and Management:**

- Be a part of the wider Senior Leadership Team
- Contribute to the Academy Improvement Plan and policy development.
- Identify and arrange necessary training for staff on SEND and mental health issues.
- Lead professional development sessions (INSET and staff meetings) for colleagues.
- Assist in recruiting and training SEND teaching assistants.
- Line manage teaching assistants.
- Foster a school culture that supports the SEND policy and promote positive outcomes for pupils with SEN and or Disabilities.
- Contribute to reports required to be shared with the Governing Body and Trust.

### **Safeguarding**

- Work closely with the designated safeguarding leads (DSLs) to address safeguarding concerns related to pupils with SEND.
- Maintain awareness of the increased vulnerability of pupils with SEND to safeguarding risks.

*The responsibilities and scope of this position will be subject to regular reviews to ensure that it continues to meet our strategic objectives and the changing needs of our pupils. These reviews will also provide opportunities for refinement and adjustment of the role, ensuring it remains aligned with best practices in special education and our school's overall mission.*



## SENCO/Inclusion Leaf– Person Specification

Attribute	Essential	Desirable
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>• Degree</li> <li>• QTS</li> </ul>	<ul style="list-style-type: none"> <li>• National SENCo Award</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Taught and supported children with a range of SEND.</li> <li>• Completed and submitted a variety of SEND referral forms e.g. community paediatrics, speech and language, SEND service.</li> <li>• Experience in the role of an assistant SENCo or SENCo.</li> </ul>	<ul style="list-style-type: none"> <li>• DSL trained.</li> <li>• Organised and led a range of professionals meetings e.g. TAF meetings, EHCP Annual reviews, meetings with the SEND service.</li> <li>• Experience in evaluating provision for pupils in receipt of pupil premium.</li> </ul>
<b>Skills, Knowledge and Aptitudes</b>	<ul style="list-style-type: none"> <li>• Able to work flexibly and collaboratively with others.</li> <li>• Able to form constructive relationships with children and adults.</li> <li>• Energy and enthusiasm for creating excellence in education.</li> <li>• Excellent organisational skills.</li> <li>• Excellent communication and interpersonal skills.</li> <li>• Expertise in adapting teaching to meet the needs of all learners and implementing ordinarily available provision strategies.</li> <li>• A reflective practitioner.</li> <li>• Clear indication of leadership potential.</li> <li>• Able to manage other members of staff.</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to get involved in the broader life of the academy.</li> <li>• Excellent time management.</li> </ul>

<b>Other requirements</b>	<ul style="list-style-type: none"> <li>• High standard of behaviour in the professional role.</li> <li>• Commitment to safeguarding and promoting the welfare of young people.</li> <li>• Commitment to forming and maintaining appropriate relationships and personal boundaries with children and families.</li> </ul>	
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