

SENDCo

Location	Anns Grove Primary School (Sheffield)
Salary	Teachers' pay scales + TLR 2b
Contract term	Full time, 1.0FTE, permanent
Responsible to	Headteacher
Start date	September 2025
Closing date	Midnight Thursday 15 May 2025

Mercia Learning Trust

Mercia Learning Trust is a successful partnership of four primary and three secondary schools located in the south-west of Sheffield. Established in 2012, with one secondary school, our trust has grown to serving over 5000 pupils, with 650 staff.

Why do we exist?

- To empower everyone in our communities, especially the most disadvantaged, to succeed.

How do we behave?

- We are kind - showing care and supporting each other.
- We have integrity - doing the right thing and always putting children first.
- We work with diligence - overcoming obstacles and having no excuses.

What do we do?

- We run schools that focus on academic excellence, cultural capital and the development of character.

How will we succeed?

- A culture of excellence – high standards shaped by clarity, not control.
- Academic focus – empowering all children through an exceptional curriculum.
- Purposeful collaboration – relationships built on trust, reducing sub-optimisation and driving collective success.

Our staff are a crucial part of our trust, just like our pupils. We are devoted to recruiting, training, retaining and taking good care of our highly skilled and dedicated team.

Anns Grove Primary School

Anns Grove Primary is a successful and expanding primary school with approximately 400 pupils, serving a fantastic community in Heeley, Sheffield.

At Anns Grove Primary School our vision is to be an outstanding school that provides the highest possible quality of education and personal development for our children.

Our classrooms are led by compassionate, enthusiastic and highly skilled educators who value the development and wellbeing of each child under their supervision. We cherish and appreciate the distinctiveness of each of our pupils and strive to assist them in growing confidently and flourishing in their unique identity.

Our rich, broad curriculum allows children to develop the necessary knowledge and skills to achieve the best possible outcomes, fulfil their potential and move on to the next phase of their education as successful and ambitious learners.

The role

The SENDCo role at Anns Grove Primary School is central to our success as a school. We are looking for someone who can support pupils in their education and offer effective approaches to interventions. Leading a dedicated team of professionals, this is an exciting opportunity to contribute to the outcomes of all. We want someone who will champion the SEND cohort and ensure teaching and learning is effective. Working with parents and staff, the role requires someone with a high level of organisation and who can successfully implement strategies to support the success of our pupils.

The candidate

The ideal applicant will be a strong classroom teacher, who can lead the practice and approaches towards SEND in school. Taking or undertaking the SENDCo qualification is desirable.

Job description

Purpose

To empower everyone in our community, especially the most disadvantaged, to be succeed.

Key responsibilities

- Lead and manage the provision for pupils with Special Educational Needs and Disabilities (SEND) within the school.
- Lead the day-to-day operation and implementation of the school's SEND policy including the identification and assessment of pupils with SEND, and maintain the SEND register.
- Lead the implementation of Education, Health and Care Plans (EHCPs), including all meeting all statutory expectations.
- Develop and implement effective strategies to support pupils with SEND, ensuring they have access to a broad and balanced curriculum.
- Advise on the deployment of the school's delegated budget and other resources to meet pupils' needs effectively.
- Ensure up-to-date knowledge of national and local initiatives which may impact upon policy and practice.
- Work with the headteacher to ensure the school meets its responsibilities under the Equality Act (2010) with regard to reasonable adjustments and access arrangements.
- Ensure that the school keeps the records of all pupils with SEND up to date.
- Monitor the progress and attainment of pupils with SEND, using data to inform planning and interventions.
- Provide professional guidance to colleagues, working closely with staff and parents to ensure the best outcomes for pupils.
- Advise on the graduated approach to providing SEND support.
- Liaise with potential next providers of education to ensure a pupil and their parents are informed about options and a smooth transition is planned.
- Work closely with staff, parents, and external agencies to ensure the needs of pupils with SEND are met.
- Liaise with the relevant Designated Teacher where a looked after pupil has SEND.
- Liaise with early years providers, other schools, educational psychologists, health and social care professionals and independent or voluntary bodies
- Be a key point of contact with external agencies, especially the local authority and its support services.
- Line manage staff within the SEND Team, including teaching assistants and administrative support staff linked to SEND.

General/other

- Attend, contribute and participate in relevant meetings, training and events as required.
- Develop professional, constructive relationships with other agencies, schools and professionals.
- Contribute to the overall development of Anns Grove Primary School and Mercia Learning Trust, ensuring both operate because of shared and collective responsibility, including, contributing to trust partnership activities to drive school and trust improvement.
- All schools in the Mercia Learning Trust are committed to safeguarding and promoting the welfare of children and young people. Therefore, all employees are expected to share this commitment.
- Be aware of and comply with the codes of conduct, regulations and policies of the school and its commitment to equal opportunities.
- Any other delegated roles as directed by the headteacher.

This job description is current at the date as shown, but in conjunction with the post holder, may be changed by the headteacher to reflect or anticipate changes in the role which are commensurate with the grade and job title

Person specification

Role: SENDCo

Attributes	Essential	Desirable	Assessment
Qualifications and training	<ul style="list-style-type: none"> • A good honours degree • UK Qualified Teacher Status • Evidence of recent and relevant professional development • National SENDCo Award or willingness to undertake • Recent safeguarding training 	<ul style="list-style-type: none"> • Safer recruitment training 	<ul style="list-style-type: none"> • Application • Interview • References
Skills and knowledge	<ul style="list-style-type: none"> • Demonstrate high quality teaching • Demonstrate the ability to forge partnerships with multi-agencies, parents and carers 	<ul style="list-style-type: none"> • Work as part of the extended Senior Leadership Team and lead staff in their support of pupils with special educational needs • Implement the SEND policy, including the SEND Code of Practice, in order to administer SEND provision across the school 	<ul style="list-style-type: none"> • Application • Interview • References
Experience	<ul style="list-style-type: none"> • Experience working with pupils with additional and complex needs and their families • Ability to promote a culture of inclusion • Have a proven record of success as a practitioner and expertise in empowering children to make rapid progress • Be familiar with annual reviews and liaising with outside agencies 	<ul style="list-style-type: none"> • Experience leading CPD specific to SEND students • Experience as a qualified SENDCo/substantial work as part of an inclusion team • Experience leading whole school developmental change with demonstrable impact. 	<ul style="list-style-type: none"> • Application • Interview • References
Personal qualities	<ul style="list-style-type: none"> • Clear understanding of working effectively with the leadership team • Proven record of being transparent, approachable, and accountable • High expectations which motivate and challenge pupils • Ability to receive and act on feedback • Strong attention to detail • Aligned to values of our trust and schools 		<ul style="list-style-type: none"> • Application • Interview • References

How to apply

- All candidates must complete the following application process:
 - submit an application form via <https://www.eteach.com/careers/merciatrust>
- We do not accept CVs or council forms.
- After your application has been submitted
 - In all cases written references will be taken up and made available to interviewers before the final selection stage.
 - An email and/or letter will be sent to shortlisted candidates with details of the interview process.
 - If you have not heard from us within two weeks of the closing date, please assume that, on this occasion, your application has been unsuccessful.
- Further information
 - Take a look at www.merciatrust.co.uk/careers for more on what it's like working for the trust, what we offer you, and what we're looking for
 - Should you require any additional information about the role or the school or would like an informal discussion or out of hours visit, please contact us on 0114 235 0398 or enquiries@annsgrove.sheffield.sch.uk.
 - For more information about the application process, please email recruitment@merciatrust.co.uk.

The closing date for applications is midnight **Thursday 15 May 2025**.

Interviews to be held on Thursday 22 May 2025.

The small print

Mercia Learning Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. If you are shortlisted, your suitability to work with children will be explored, and this will include disclosing convictions. The information you disclose may be discussed with you during the interview.

The successful candidate will therefore be required to complete a DBS check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

In accordance with DfE Keeping Children Safe in Education 2024, an online search will be completed on all shortlisted applicants prior to interview. Any relevant information will be discussed further with the applicant during the recruitment process.

We are an equal opportunities employer. Our staff are recruited and promoted on the basis of their merits and abilities and no job applicant or employee receives less favourable treatment on the grounds of racial group, origin or nationality, sex, disability, marital status, age, sexual orientation, political or religious beliefs or trade union activity. Please indicate whether there are any reasonable adjustments or access requirements you would need to help you to attend an interview. If you wish to discuss your requirements prior to submitting your form, please contact our recruitment team on 0114 349 4230.