



Great Malvern Primary School

Part of the Mercian Educational Trust

Posts:

SENDCo and Assistant Head

Full time and Permanent

March 2025

Closing Date: 30th April 2025

Start Date: 1st September 2025

Headteacher Sarah Green

CEO: Dafydd Lawday





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Letter from the Headteacher

Dear Applicant,

Thank you for your interest in the post of SENDCo and Assistant Head at Great Malvern Primary School, part of the Mercian Educational Trust. We are a growing and ambitious school with the most amazing children and a fantastic and supportive staff team who offer our pupils engaging and inspiring learning opportunities every single day.

We are looking for an experienced SENDCo to join our team who has a good understanding of working with colleagues to support SEN children in order for them to achieve their best. The role combines SENDCo with an Assistant Head role which reflects the priority that we give to SEND across the school whilst also strengthening our leadership team. We are looking for an individual who is fully supportive of our vision and values. Someone who will demonstrate that they can offer our community commitment and skill to enhance the experiences and enable our ambitious learners to meet their full potential across the curriculum.

If you want to find out more about our school, you may choose to view our website <https://www.greatmalvernprimary.com/>. Visits to the school are welcomed - it would be a pleasure to meet you and to show you around our wonderful school.

Yours faithfully,

Sarah Green

Head Teacher



Purpose:

Assistant Headteacher

- To work alongside the Head and Deputy Head to drive the strategic direction of the school.
- To maintain standards and enable progress for all pupils.
- Promote and support the school ethos and values.

SENDCo

- Determine the strategic development of special educational needs (SEN) policy and provision in the school
- Be responsible for day-to-day operation of the SEN policy and co-ordination of specific provision to support individual pupils with SEN or a disability
- Provide professional guidance to colleagues, working closely with staff, parents and other agencies





The Recruitment Process

Closing Date:

All applicants are required to fully complete the Mercian Educational Trust application form which can be found on the [MET website](#). Completed applications should be emailed to our School Office at gmpsoffice@metacademies.org.uk or delivered to the school office. Applications in any other format will not be accepted.

Applicants must enclose details of two references. These must be recent; usually one will be a current employer who can comment on your suitability to work with children, however, if this is not possible, this can be a previous employer. We ask that friends and relatives are not named to provide a reference. We will ask for references from all short-listed candidates and require both references to be received before the interview. We may contact any previous employer listed on your form to clarify any information.

Shortlisting will be based on the applicant's suitability for the post linked to the job description and person specification. Please ensure your application matches these requirements. The closing date is Wednesday 30th April. Applicants will be invited to interview via email following shortlisting, with the interview date planned for Tuesday 6th May 2025.

Please contact our School office on 01684 574219 or via email at gmpsoffice@metacademies.org.uk for further details or if you have any questions.

Mercian Educational Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

All positions are subject to child protection screening appropriate to the post, which will include an Enhanced Disclosure and Barring Service (DBS) check for the children's workforce and a Children's Barred List check





About Our School

Great Malvern is a growing primary school that has a nurturing and forward-thinking philosophy. We are proud of our inclusive ethos and value all members of our school community. We aim to give all children an excellent start in life by ensuring they receive an outstanding education and have the skills and knowledge for the next stage of their education.

As an early academy convertor, we are one of the founding schools in Mercian Education Trust, a small Trust comprising of five Worcestershire schools, over 6 sites and one Herefordshire school.

Our local community is mostly settled, and there are strong family connections with the school. It is not unusual for parents, grandparents, and even great grandparents of pupils to have attended Great Malvern. A large majority of staff employed in school have either attended Great Malvern, had their own children in school, or live close by.

We are proud of the way our learners are prepared for the next phase of their education and beyond, promoting our *ALIVE* curriculum model which encourages Aspirational, Linked, Inclusive, Varied and Engaging learning, enhanced by a balanced and interesting enrichment programme of additional experiences and visits.

Great Malvern School has powerful global links with Martinshamba Primary Schools in Tanzania, and this makes a direct contribution to our creative and enriched curriculum.





About Our School



Key Information about our school	
Type of school	Primary Academy
Age Range	Nursery from 2 years 9 months School is 4 -11
Location	Lydes Rd, Malvern WR14 2BY
Trust	Mercian Educational Trust
Number of children	340
Number of classes	Nursery and 14 classes
Average class size (primary)	24
Last Ofsted Inspection	September 2024
% eligible for Pupil Premium Funding	53%
% of children with SEN	16%
% of children with EAL	2%



Job Description

Job Title: Assistant Head with SEND Responsibility

Salary Scale Point: L4 to L8 (£53,602 to £59,167)

Employer: Mercian Educational Trust

Closing Date: Thursday 30th April 2025

Interview Date: Tuesday 6th May 2025

Starting Date: 1st September 2025

Job Purpose

We are looking for an experienced teaching professional with SEND experience (ideally SENDCo qualification) to lead our SEN across school, and work with the Head and Deputy to develop and drive the strategic direction of the school. Keen to work within our team we are looking for the successful candidate to bring with them a commitment to providing the best outcomes for our pupils. The role will involve working closely with the Head and Deputy as well as supporting colleagues across school.

This role will report to the Headteacher.

This post requires the ability to perform a role that involves frequent contact with children

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020

You must be able to perform a role that involves constant contact with children





Roles and Responsibilities:

Assistant Headteacher

- Work alongside the Head and Deputy Head to drive the strategic direction of the school.
- Promote and support the school ethos and values.
- Work alongside the Head and Deputy to monitor Teaching and Learning.
- Work alongside the Head and Deputy to ensure the school curriculum meets the needs of pupils in our community.
- Support the development and delivery of CPD in line with the schools development plan.
- Work alongside the Head and Deputy to promote the progress of all pupils.
- Fulfill statutory duties regarding safeguarding pupils and health and safety.



Roles and Responsibilities:

SENDCo

- Lead the strategic development of SEN policy and provision across the school
- Support for pupils with SEN or a disability, including identifying need, co-ordinate and track provision and working with professionals as required.
- Maintain an accurate SEND register and provision map
- Provide guidance to colleagues on teaching pupils with SEN or a disability, and advise on the graduated approach to SEN support
- Advise on the use of the school's budget and other resources to meet pupils' needs effectively, including staff deployment
- Work with the headteacher and governors to ensure the school meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements
- Prepare and review information the governing board is required to publish
- Contribute to the SIP and whole-school policy
- Identify training needs for staff and how to meet these needs
- Lead INSET/CPD for staff
- Share procedural information, such as the school's SEN policy
- Promote an ethos and culture that supports the school's SEN policy and promotes good outcomes for pupils with SEN or a disability





Person Specification

Experience and Education

Key Criteria in addition to the statements in the advert. Assessment, shortlisting & final selection will be assessed initially through candidates' application forms and information. Shortlisted candidates will be further assessed through references and interview activities

Experience	Essential	Desirable
Teaching experience Minimum of 5 Years	✓	
Excellent classroom practitioner and commitment to make learning engaging	✓	
Experience of working at a whole-school level	✓	
Involvement in self-evaluation and development planning	✓	
Experience of conducting training / leading INSET	✓	
Education and qualifications		
Qualified Teacher status	✓	
National Award for SEN Co-ordination, or a willingness to complete it within 3 years of appointment	✓	
Degree	✓	

Person Specification Skills and Attributes

Key Criteria in addition to the statements in the advert. Assessment, shortlisting & final selection will be assessed initially through candidates' application forms and information. Shortlisted candidates will be further assessed through references and interview activities

Skills and Attributes	Essential	Desirable
Sound knowledge of the SEND Code of Practice	✓	
Understanding of what makes 'quality first' teaching, and of effective intervention strategies	✓	
Ability to plan and evaluate interventions	✓	
Data analysis skills and the ability to use data to inform provision planning	✓	
Effective communication and interpersonal skills	✓	
Ability to build effective working relationships	✓	
Ability to influence and negotiate	✓	
Good record-keeping skills	✓	



Person Specification Skills and Attributes

Key Criteria in addition to the statements in the advert. Assessment, shortlisting & final selection will be assessed initially through candidates' application forms and information. Shortlisted candidates will be further assessed through references and interview activities

Personal Qualities	Essential	Desirable
Commitment to getting the best outcomes for pupils and promoting the ethos and values of the school	✓	
Commitment to equal opportunities and securing good outcomes for pupils with SEN or a disability	✓	
Ability to work under pressure and prioritise effectively	✓	
Commitment to maintaining confidentiality at all times	✓	
Commitment to safeguarding and equality	✓	





Person Specification Safeguarding

Key Criteria in addition to the statements in the advert. Assessment, shortlisting & final selection will be assessed initially through candidates' application forms and information. Shortlisted candidates will be further assessed through references and interview activities

Personal Qualities	Essential	Desirable
Ability to perform a role that involves constant contact with children	✓	
Ability to perform a role that requires engagement in regulated activity relevant to children.	✓	

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020

You must be able to perform a role that involves constant contact with children





Benefits of Working with Mercian Educational Trust

Salary Sacrifice Schemes

Cycle to work, Electric Vehicle Leasing, and Tech Benefits

Employee Health Assistance

Our employee assistance programme gives you access to confidential, independent, and unbiased information and guidance 24/7. Employees also have access to the Wisdom App which supports wellbeing and mental health.

Career Progression

We want to encourage the career progression of our employees wherever possible, and we support staff who wish to move between our schools and the central teams when suitable roles arise.

Pension

As a teacher, you will automatically enroll into the Teachers' Pension Scheme. As Support Staff, you can opt-in to the Local Government Pensions Scheme – one of the most competitive on the market.

Collaboration

All employees have opportunities for collaboration, CPD and access to support from the central team. Teaching staff also have opportunities for guidance in all areas of the curriculum and assessment and sharing good practice.

Eye tests and Flu Jabs

All employees can access free eye tests and annual flu jab.

Free Car Parking

All employees have access to free car parking on or near the school premises.

Childcare – Wraparound discount

Employees can access wraparound care provided at any of our schools at a reduced rate of 50%. Please note: Discounts do not apply to Nursery provisions.

