



**BROADMERE  
PRIMARY**

**BROADMERE PRIMARY ACADEMY**

**SENDCo**

Application pack



# Welcome to **BROADMERE PRIMARY ACADEMY**

I am delighted to welcome you to Broadmere Primary Academy and thank you for your interest in this role. Broadmere Primary Academy is a one form-entry primary school in Sheerwater, Woking. We closely collaborate with New Monument Primary School, sharing one senior leadership team. We take great pride in the continued success and popularity of our school, along with the nurturing and vibrant environment we provide for our pupils.

As part of Bourne Education Trust (BET), Broadmere Primary Academy benefits from being a member of a successful multi-academy trust. BET's strapline 'Transforming schools; changing lives' reflects our shared commitment that all children, regardless of context or background, deserve a great education. Together we are passionate about developing sustainable and ethical environments, promoting social justice and maintaining the highest standards in our behaviours and values. We learn without borders and we are relentless in our efforts to support our pupils through new and innovative ways by embracing new technologies. Digital education is at the forefront of our joint approach and we are resolute in our belief that digital innovation has the ability to enrich and transform – reimagining the future of education in our schools.

I encourage you to explore this job pack thoroughly to learn more about the specific responsibilities, qualifications, and expectations associated with this role. If you believe you have the skills and passion to make a meaningful difference to the lives of our students, we invite you to apply and become a part of our dedicated team.

For more information on what Broadmere Primary Academy has to offer, please [visit our website](#) or call 01932 343747 to arrange a visit.



*K. Barham*

**Karen Barham**  
**Headteacher**

# Why choose **BROADMERE PRIMARY ACADEMY** and **BET?**



## ✓ **GENEROUS WORKPLACE PENSION**

Local Government Pension Scheme for colleagues



## ✓ **CONDENSED SCHOOL YEAR**

We offer a condensed school year with a **two week half term** in October.



## ✓ **CPD & RECOGNITION POLICIES**

**Defined career pathways**, opportunities for **internal progression** and **ongoing training learning and development** and Trust recognition policies



## ✓ **WORK-LIFE BALANCE**

**Flexible working** where possible, as well as **enhanced maternity, paternity and adoption** policies (subject to completion of qualifying service)



## ✓ **HEALTH AND WELLBEING SUPPORT**

**24/7 online GP, EAP, free online fitness classes, flu vaccinations** and **eye tests, cycle to work** scheme & occupational sick pay



## ✓ **STAFF BENEFITS PLATFORM**

Access to **savings on your everyday spending** including groceries, homeware, entertainment and holidays, through *My Staff Shop*



## ✓ **FREE PARKING**

Free on-site parking is available at Broadmere Primary Academy

# Application PROCESS



## APPLICATION

To apply for this position, you must complete a Bourne Education Trust application form (CVs without a fully completed application form will not be considered).



## SHORTLISTING

Applicants will be screened and shortlisted by the interview panel. In order to meet safer recruitment standards, successful candidates will be asked to submit a full application form prior to interview.



## INTERVIEW AND CANDIDATE SELECTION

Shortlisted candidates will be invited to interview, following which a selection will be made by the interview panel.



## JOB OFFER

If successful after interview, a formal job offer will be made to you, subject to referencing and safer recruitment checks.

All candidates who are disabled, as defined by the Equality Act 2010 and who meet the minimum essential requirements will be offered an interview. Should you wish to speak with a member of the team about your application, please contact [careers@bourne.education](mailto:careers@bourne.education)



'Thrive, Aspire and Achieve'



"I love this school because it allows you to have your separate opinions and the teachers help you a lot during the school day."

**Zakariya**  
Year 6 Pupil





# Job DESCRIPTION

## ROLE INFORMATION

**Job title:** SENDCOo

**Location:** Broadmere & New Monument school

**Contract:** Full time, Permanent

**Hours:** 32.5 hours per week - 52 weeks

**Salary:** Teachers Main to Upper Pay Scale (Surrey) £34,398 - £52,490, SEND allowance and a potential TLR3 for defined project work

**Responsible to:** Headteacher

## ROLE PURPOSE

Responsible for ensuring excellent strategic direction and development of SEN provision across the school to maximise the learning and achievement of all pupils, ensuring equity of opportunity. All teachers are required to carry out the professional duties and responsibilities of a schoolteacher as defined by 'Teachers' Standards' and set out in the current 'School Teachers Pay and Conditions Document'.



## MAIN DUTIES AND RESPONSIBILITIES

### Leadership:

- Ensure excellent strategic direction and development of SEN provision
- Take responsibility for the strategic overview of the department, including self-evaluation and the improvement plan for the department
- Monitor student progress and implement strategic intervention for the department
- Monitor quality of SEN support by establishing effective systems to identify and meet the needs of pupils
- Provide opportunities for continuing professional development for relevant staff, including leading staff training where appropriate
- Performance and Line Management of department colleagues as appropriate
- Ensure the objectives of the SEN policy are reflected in the school improvement plan, liaise with and coordinate the contribution of external agencies

### Teaching and Learning:

- Deliver the curriculum as relevant to the age and ability of the individuals and classes you teach, preparing and developing teaching materials, programmes and pastoral arrangements as appropriate
- Be accountable for the attainment, progress and outcomes of all pupils within your class/es, planning effectively to ensure that pupils have the opportunity to meet their potential
- Be aware of pupils' capabilities, planning effectively to meet the needs of pupils with Special Educational Needs and where appropriate, lead the preparation, implementation, monitoring and review of SEN Support Arrangements
- Use an appropriate range of observations, assessment, monitoring and recording strategies as a basis for setting challenging learning for pupils with diverse abilities and experiences, monitoring pupil progress and attainment
- Make accurate and productive use of assessments to secure pupil progress and report to parents on the development, progress and attainment of pupils
- Establish and maintain engaging and effective relationships with parents, Governors and the wider community
- Use relevant data effectively to monitor progress, set targets and plan lessons
- Set homework and plan out-of-class activities to consolidate and extend the knowledge and understanding that pupils have acquired
- Promote and facilitate extra-curricular activities, after school clubs, targeted boosters and residential trips where appropriate



## MAIN DUTIES AND RESPONSIBILITIES

### Teaching and Learning:

- Provide pupils with regular feedback, both in real time and through accurate marking, encouraging pupils to respond to the feedback, reflect on progress, their emerging needs and to take a responsible and conscientious attitude towards their own work and study
- Effectively and consistently apply school policies and guidelines
- Support initiatives directed by the Headteacher and the Senior Leadership Team
- Plan for, organise and direct the work of relevant Support Staff within the classroom. This will sometimes include direct line management of Learning Support Assistants/Teaching Assistants
- Participate in arrangements for examinations and assessments within the remit of the 'School Teachers' pay and conditions document'

### Behaviour and Safety:

- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns by following the relevant policies and procedures
- Establish a safe, purposeful and stimulating environment for pupils, ensuring high expectations of discipline which pupils respect, acting to pre-empt and deal with inappropriate behaviour in the context of the behaviour policy of the school
- Manage classes effectively, using approaches which are appropriate to the pupils' needs in order to inspire, motivate and challenge pupils
- Be a positive role model, and demonstrate consistently the positive attitudes, values and behaviour expected of pupils'
- Establish and maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary



## MAIN DUTIES AND RESPONSIBILITIES

Teamwork, Collaboration and Professional Development:

- Actively participate in meetings and professional development opportunities
- Engage and make positive contributions as a member of the wider school team, planning collaboratively, sharing information, ideas and expertise, raising standards by sharing effective practice
- Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupil progress, attainment and well-being, refining your approaches where necessary responding to advice and feedback from colleagues
- Proactively participate with arrangements made in accordance with the Appraisal Regulations 2012
- Have professional regard for the ethos, policies and procedures of the school in which you teach
- Undertake a due share of duties according to the published rota
- Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school
- Effectively collaborate across the Trust network and clusters, sharing best practice and facilitating benchmarking across schools where appropriate



# Person SPECIFICATION

## ESSENTIAL REQUIREMENTS:

- Ability to demonstrate an awareness, understanding and commitment to the protection and safeguarding of children
- Qualified Teacher Status or equivalent
- NASENCo/NPQ qualified or commitment to achieve qualification within the statutory time limit of 3 years
- Ability to evidence effective continuous professional development
- Ability to evidence effective communication with a wide audience/range of stakeholders
- Proven track record in establishing effective relationships with parents, governors and the community
- Ability to evidence excellent IT skills on a wide range of programmes and software
- Ability to demonstrate an understanding of wider educational issues, knowledge of the appropriate key stage curriculum and national strategies

## DESIRABLE SKILLS:

- Experience of teaching in relevant Key Stage and/or subject area
- Experience in leading a SENCo department

## PERSONAL QUALITIES:

At Bourne Education Trust, our culture and our values are important to us, as outlined in our [BET Behaviours](#) which set out the key qualities we would expect any colleague to demonstrate. We foster a reflective, optimistic and aspirational approach and we expect our colleagues to be collaborative, innovative, committed, engaged and professional. Diverse and inclusive, we encourage you to act as a positive force for equality, helping us create communities where everyone belongs. We encourage our colleagues to take part in school and cross Trust teams and we will invest in you through Continuous Professional Development.

# Your APPLICATION

Thank you for your interest in this role, we look forward to receiving your application. Candidates should be aware that the closing date for applications is on the **1<sup>st</sup> July 2026**, however prompt applications are encouraged as we reserve the right to close this vacancy if sufficient applications have been received.

## **SAFEGUARDING**

Bourne Education Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The appointment will be made subject to an Enhanced Disclosure and Barring Service approval ('DBS') as part of our rigorous approach to safeguarding our children.

## **EQUAL OPPORTUNITIES**

Bourne Education Trust is committed to equality of opportunity for all colleagues, pupils and other stakeholders. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

## **HEALTH AND SAFETY STATEMENT**

The board of trustees, local governing committees (LGC) and all leaders across Bourne Education Trust recognise and accept their responsibilities to provide a safe and healthy working environment for all employees, students and visitors. We expect all colleagues to take reasonable care of their own health and safety and that of others who may be affected by their actions at work. All BET employees must cooperate with us to access proper training and to make sure they understand and follow the Trust's health and safety policies and procedures, and to help everyone meet their legal requirements. All colleagues must take responsibility for reporting concerns relating to health and safety matters through appropriate channels.





# BROADMERE PRIMARY

[Click to visit our website for more information](#)



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Bourne Education Trust

