



SEND Coordinator APPLICATION PACK

Dear Colleague

Welcome to Kingsway Park High School and thank you for your interest in us.

Kingsway Park High School is proud to be a vibrant, inclusive and diverse school with approximately 1350 students, 47 different nationalities and 25 spoken languages. We have state-of-the-art facilities, and we provide an individualised and unique curriculum offer for all students regardless of their starting point, gender, ethnicity, faith or need.

We care for, nurture and develop the whole child while improving aspirations, learning and achievement for all. In addition to ensuring each student's academic potential, we also prepare them to be socially responsible citizens who can flourish in society and give back to their local community. We seek to remove any barriers of inequity, which prevent equality of opportunity so that all students can aspire and be inspired to realise their dreams.

Our school has a strong sense of community, purpose and belonging. We value our students and recognise that success looks and feels different for each one of them. However, what is consistent is our team of passionate, enthusiastic and committed staff who work relentlessly in the pursuit of excellence for the students and community we serve.

We have a strong commitment and belief in developing staff at all levels. We seek to recruit and retain colleagues whose drivers match our school ethos and are committed to their own professional development. Successful candidates will receive a high-quality induction, appraisal, continuous development programmes (including nationally recognised leadership qualifications), and opportunities to contribute to whole school impact projects throughout their Kingsway careers.

I hope you find this application pack helpful in making your decision to apply for this exciting career opportunity. If you have any questions for us, do get in touch, we are always here to help.

I would like to thank you for your application, investment of time and - whatever the outcome - I wish you well in the future.

Yours sincerely



Simon Ward
Headteacher

Making your application

I hope that when you read this pack you are inspired to apply for the post.

Application

1. Complete the Altus Education Partnership application form.
2. Provide a supporting statement of no more than one side of A4 which should address the criteria in the person specification.
3. Send your completed application form by email to recruitment@altusep.com

Deadline

The deadline for the post is **28th April 2025** (to arrive no later than 12.00 midday).

Interviews are expected to take place week commencing **5th May 2025**

Shortlisting

Regrettably, we are unable to inform candidates who have not been shortlisted. If you do not hear from us, please consider your application unsuccessful this time.

Salary

The post will be paid on the **Teacher Main Pay Scale**

Start Date

September 2025

For an Application Pack

1. Visit www.altusep.com
2. Contact Caroline Sullivan – HR Officer: recruitment@altusep.com
3. Telephone 01706 769835

Reward Package & Additional Benefits

We offer a comprehensive package, including membership of our outstanding Teachers' Pension Scheme; our 'Employee Benefits Programme' which provides a range of options including:

- Our Cycle to Work Salary Sacrifice Scheme
- Free access to Employee Assistance Programme, offering guidance, support and counselling on a range of subjects
- Generous holiday entitlement

Altus Education Partnership is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. This position is subject to an Enhanced DBS check under the Rehabilitation of Offenders Act 1974. In accordance with the recommendations set out in KCSIE the Trust carries out online searches on shortlisted candidates. It is also Trust policy to contact at least 1 reference prior to interview.

Background Information

Kingsway Park High School

Kingsway Park High School joined the Altus Education Partnership in February 2022. KPHS students live in and travel to us from communities all over Rochdale and the surrounding areas. We are very proud of the high-quality facilities, resources, and environment that we provide for both staff and students.

We hold our school values of **Trust, Professionalism, Integrity, Respect, Kindness and Effective Communication** at the core of everything we expect from our students. Students are awarded when they consistently demonstrate our values.

If you would like to visit the school to get a feel of who we are and where we are going, we would warmly welcome you.

Altus Education Partnership

Altus Education Partnership is a Multi Academy Trust and was established in 2017 through Rochdale Sixth Form College, an Ofsted Outstanding provider, and grew from the Trust's desire to improve education in the borough of Rochdale as a whole.

The Trust currently comprises four academies, including ourselves. The other three academies are:

- **Rochdale Sixth Form College** which opened in 2010 to address the significant underachievement in A level performance in the borough. Since then, it has raised achievement in the area dramatically and is recognised nationally as a centre of excellence. The College is Ofsted Outstanding, Sixth Form College of the Year 2021, and regularly one of the highest performing colleges in the country according to the DfE's Performance Tables and National Achievement Rate tables
- **Edgar Wood Academy** is a secondary school which opened in a new build in 2021 under Wave 13 of the Free Schools' programme. The Academy has already established a strong reputation in the local community and is significantly over-subscribed for 2024-25
- **Bamford Academy** is an Ofsted rated Good school providing a caring and nurturing environment for all of its pupils; it is a popular first choice for many parents and young people in the local community

We are delighted that **Caldershaw Primary School** will join Altus Education Partnership on 1st July 2025.

Altus Education Partnership is now on the cusp of significant and rapid growth, with a high number of schools indicating an interest in joining the Trust, and seven of these schools entering into a Trust Partnership Agreement. This means that while the Trust currently has around 4,500 students and 500 staff over 4 academies, within three years this could easily increase to around 10,000 students, 1,000 staff and 10 or more academies.

Additionally, the Trust has codified and solidified its relationship with a number of key educational partners in the borough. Most notably, and uniquely in the sector, Altus has a Memorandum of Understanding with Hopwood Hall College around the curricula the two colleges offer, and to support transition of students to post-16 education.

Role Description

Job Title:	SENDCo
Reports to:	Assistant Headteacher – Additional Need
Staff Responsibility for:	HLTA / TA / Behaviour Mentor
Contract:	Permanent
Salary:	Teacher Main Pay Scale / Upper Pay Scale + TLR1 (£9,782 – £14,293)
Start Date:	September 2025

To contribute to the development and leadership of a strong, effective SEND department within our secondary school with an emphasis on promoting a culture of educational excellence, within a nurturing, safe and secure environment. The school is enriched with the behaviours and values of trust, integrity, professionalism, respect, kindness, and effective communication which extends beyond the school into the wider community.

At Kingsway Park High School we care for, nurture, and develop the whole child while improving aspirations, learning and achievement for all. In addition to ensuring each student's academic potential, we also prepare them to be socially responsible citizens who can flourish in society and give back to their local community. The role of SENDCo is to work with leaders and staff within the school to remove any barriers of inequity, which prevent equality of opportunity so that all students (regardless of their individual SEND or behaviour need) can aspire and be inspired to realise their dreams.

You will also support the leadership of our specialist provision known as Kingsway Avenue. Kingsway Avenue has been created to cater for children with additional needs – some of which are supported by EHCPs, some at school level and some who receive a bespoke provision based on individual need. The model is based on the principles of building strong relationships between staff and students, catering for complex individual needs and offering an extended transition to Secondary School. We mirror a primary model with a main teacher, dedicated TA's and a base classroom delivering the curriculum in a structured setting, ensuring the needs of all students regardless of need are met appropriately. The aim of this model is to increase students' social development, confidence, and sense of belonging which over time will lead to their improved attendance, behaviour, engagement, and outcomes. We also ensure the students have access to appropriate secondary based lessons by conducting some lessons including PE, Art, Technology and Science in specialist areas.

Purpose of the Post

- To lead and manage the provision for students with Special Educational Needs and Disabilities (SEND), ensuring they receive high-quality support to achieve their full potential.
- To work closely with the Assistant Headteacher for Additional Needs in implementing and overseeing SEND strategies across the school.
- To ensure compliance with SEND Code of Practice, statutory requirements, and school policies.
- To support and develop staff in delivering high-quality, inclusive teaching and learning for students with SEND.

- To work collaboratively with parents, carers, and external professionals to provide the best support for students with SEND.

Key Responsibilities:

Strategic Leadership and Management

- Assist in the development and implementation of the school's SEND policy, ensuring it aligns with national and local regulations.
- Lead, manage, and develop the SEND team, including HLTA's, Teaching Assistants and other support staff.
- Play a key role in strategic decision-making regarding SEND provision within the school.
- Develop and maintain clear systems for tracking, monitoring, and evaluating the progress of SEND students.
- Ensure all staff understand their roles and responsibilities in relation to SEND and inclusion.

SEND Provision and Compliance

- Oversee the assessment, identification, and review processes for students with SEND, ensuring timely interventions.
- Ensure that all Education, Health, and Care Plans (EHCPs) are effectively implemented and reviewed in line with statutory requirements.
- Manage the allocation and deployment of SEND resources, ensuring they are used effectively to support student progress.
- Monitor and evaluate the impact of SEND interventions and adjust provision accordingly.
- Ensure compliance with safeguarding policies, risk assessments, and health and safety considerations for SEND students.

Teaching, Learning, and Staff Development

- Work closely with classroom teachers to develop inclusive teaching strategies and differentiated learning opportunities.
- Lead the development and delivery of high-quality SEND training and CPD for teaching and support staff.
- Promote a culture of high expectations and inclusive teaching practices across all subject areas.
- Support teachers in planning and delivering lessons that cater to a wide range of needs and abilities.
- Encourage the use of assistive technology and adaptive resources to support SEND students.

Collaboration and Communication

- Work closely with parents and carers, ensuring they are engaged and involved in their child's education.
- Liaise with external agencies, including educational psychologists, speech and language therapists, and local authority SEND teams.
- Attend multi-agency meetings, annual reviews, and case conferences as required.
- Develop and maintain effective communication channels between the SEND team, staff, students, and parents.

Pastoral and Well-being Support

- Promote an inclusive and supportive school culture that prioritises student well-being.
- Collaborate with pastoral staff to support students' social, emotional, and mental health needs.
- Implement effective behaviour support strategies for students with SEND.
- Ensure students with SEND have access to appropriate extracurricular and enrichment activities.

Other:

- The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. An enhanced DBS check will be carried out on the successful candidate.
- The Trust is committed to equal opportunities for all.
- The successful candidate will be required to complete a satisfactory medical screening assessment and provide two satisfactory references, identity check and right to work.
- The terms and conditions are specified within the contract of employment.

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading. The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

Person Specification

No.	CATEGORIES	Assessed by:		
		Essential/ Desirable	App Form	Interview
1.	Qualified Teacher Status (QTS) with substantial teaching experience.	E	√	√
2.	National Award for SEN Coordination - NASENDCO and/or NPQ SENDCo (or willingness to complete within 3 years).	E	√	√
EXPERIENCE				
3.	Proven experience of working with students with SEND in a secondary or primary school setting.	E	√	√
4.	Experience of leading and managing SEND interventions and tracking student progress.	E	√	√
5.	Experience of working with multi-agency professionals, including therapists and external SEND services.	E	√	√
6.	Experience of delivering staff training and leading initiatives related to SEND and inclusion.	E	√	√
ABILITIES, SKILLS AND KNOWLEDGE				
7.	Evidence of ongoing professional development related to SEND, inclusion, and leadership.	E	√	√
8.	Additional training or qualifications in areas such as Autism, Dyslexia, Speech and Language, or SEMH (desirable).	D	√	√
9.	Strong knowledge of the SEND Code of Practice and relevant legislation.	E	√	√
10.	Understanding of a range of SEND needs, including strategies for supporting students with Autism, ADHD, Dyslexia, and SEMH.	E	√	√
11.	Ability to work strategically and operationally to improve SEND outcomes.	E	√	√
12.	Strong leadership, communication, and interpersonal skills.	E	√	√



13.	Ability to analyse and use data to inform decisions about SEND provision and interventions.	E	√	
14.	High levels of emotional intelligence, patience, and resilience.	D	√	√
15.	An unwavering commitment to supporting the experiences and outcomes for all students.	E	√	√
PERSONAL CHARACTERISTICS				
16.	An unwavering commitment to the Altus Education Partnership's vision, mission and values	E	√	√
17.	Willing to be accountable and to take personal responsibility for own actions.	E	√	√
18.	Resilience and the ability to grow professionally and flexibly within a start-up and developing organisation	E	√	√



Kingsway Park
HIGH SCHOOL



Kingsway Park High School
Turf Hill Road
Rochdale OL16 4XA

Tel: 01706 716761
Email: info@kingswaypark.org

www.kingswaypark.org

Altus Education Partnership
Suite F4, No.2 The Esplanade,
Rochdale OL16 1AE

Tel: 01706 769999
Email: info@altusep.com

www.altusep.com