



Pendle
Education Trust

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www.pendleeducationtrust.co.uk

INTRODUCTION



Pendle
Education Trust

WHY WORK FOR PENDLE EDUCATION TRUST

This is an exciting time to join Pendle Education Trust. We are developing and always improving the academies within our family to ensure the highest standard of education for our children.

Pendle Education Trust is a family of academies in East Lancashire educating over two thousand children. The Trust is sponsored by Nelson and Colne College. Established in 2013, Pendle Education Trust continues to grow, welcoming new schools to our family.

Currently we have five Academies within our family, and we are looking forward to welcoming new additions over the coming months and years:

- **Castercliff Primary Academy**
- **Casterton Primary Academy**
- **Colne Primet Academy**
- **Pendle Primary Academy**
- **West Craven High School**

Our focus is exceptional leadership and meeting the needs of local families and the community. Through close collaboration with local partners and schools, we strive to deliver an excellent education for children in Pendle and surrounding districts.

Our vision is that every child should only be a short walk away from a world class school. We exist to empower, enable and inspire schools to provide an outstanding level of education and support through exceptional leadership, collaboration, innovative thinking and understanding of local needs.

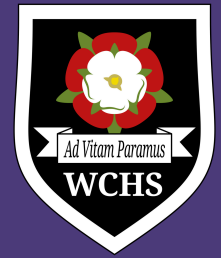
In practice this means that we care passionately about all the children in our academies and believe in the difference our work can make to their lives. We have a fantastic staff of over 350 people across our academies – all dedicated to this single purpose.

We don't apologise for relentlessly driving forward improvements for the benefit of our children and staff and look for ways to collaborate within the Trust and with other schools and academies with like-minded philosophies. There will be considerable opportunities for professional development and there will be coaching and mentoring opportunities. We have strong links with our sponsor, Nelson and Colne College, to develop skills and potential in all Trust staff.

Pendle Education Trust implements National Teachers' Pay Standards and the same annual leave; pension arrangements; sick pay entitlement, etc. apply. Please visit our website for more information about Pendle Education Trust.

JOIN US

WEST CRAVEN HIGH SCHOOL



West Craven is a small and vibrant secondary school for young people aged 11 to 16 years which serves this local Lancashire/Yorkshire community.

Barnoldswick is located on the Lancashire/Yorkshire border with both Leeds and Manchester drivable in just under an hour. Preston, Skipton and Bradford are easily commutable and the town is on the doorstep of the Yorkshire Dales National Park, Bronte Country and the Forest of Bowland. The Lake District, Morecambe Bay and the Fylde Coast are all a short drive away.

Our vision is to create a culture and ethos which promotes high aspirations and expectations, balanced with the highest level of care and support. We want students to love coming to West Craven, love learning and love being part of the academy family. The vision involves educating the whole child; our academy motto 'Ad Vitam Paramus' means 'We Are Preparing for Life'. We encourage all students to get fully involved in the life of the academy and the opportunities beyond the classroom.

As an academy at the heart of the community we want close links with our feeder primary schools, local businesses, colleges and training providers. The school is on a programme of rapid transformation and improvement. As part of Pendle Education Trust since 2016, the future of the school is bright.

By joining the West Craven High School family you will become part of a supportive and ambitious team. We have regular staff training and dedicate time to continuing professional development and staff wellbeing. Our culture is about always looking at how we can share best practice with each other and improve together.

We collaborate with our colleagues at Colne Primet Academy as well as the three primary academies in our Trust family and have the support of the Pendle Education Trust core team for functions such as Finance, Facilities, Human Resources, Health and Safety, IT, Marketing and Governance.

Please take the time to read the information in this booklet to find out more about this role and we look forward to receiving your application for this role.



#ASPIRE

Mr John Bates
Principal

VACANCY

SENDCO

Salary	L11 - 14
Closing Date	Noon on Monday 12 th January 2026
Role Details	Part of our Senior Leadership Team. Full-time role but part-time applications are welcomed.
Interview Date	TBC
Start Date	As soon as possible subject to notice period



JOB DESCRIPTION

SENDCO

Role Specific Responsibilities

1. Support the Senior Leadership Team in developing the strategic overview of provision for students with SEND, monitoring and reviewing the quality of provision
2. Contribute to school self-evaluation, particularly with respect to provision for students with SEND
3. Make sure the SEND policy is put into practice and its objectives are reflected in the Academy Development and Improvement Plan (ADIP)
4. Lead the operation of the SEND policy and co-ordination of provision, including:
 - a. identifying a student's SEN and coordinating provision that meets the student's needs
 - b. maintaining an accurate SEND register and provision map, and ensuring records are kept up to date
 - c. providing training and guidance to colleagues on teaching students with SEN or a disability, and advise on the graduated approach to SEN support
 - d. working with and being a key point of contact for other schools, educational psychologists, health and social care professionals, and other external agencies, especially the local authority (LA)
 - e. Communicate regularly with parents or carers
5. Review the education, health and care plan (EHCP) with parents/carers and the student
6. Monitor the attainment and progress of SEND students, including analysing assessment data and implementing and leading interventions as needed, and evaluating their effectiveness
7. Maintain up-to-date knowledge of national and local initiatives that may affect the school's policy and practice, including being aware of the provision in the local offer
8. Evaluate whether funding is being used effectively, and suggest changes to make use of funding more effective
9. Work with the Senior Leadership Team and Exams Officer to ensure the school meets its responsibilities in terms of reasonable adjustments and access arrangements
10. Lead and manage teaching assistants (TAs) working with students with SEN or a disability

Student Responsibilities

1. Value and support students to achieve their full potential
2. Having high expectations of behaviour and academic achievement for all students
3. Effectively manage the behaviour of students using positive behaviour strategies to ensure learner's engagement in lessons
4. Participate in relevant meetings with colleagues, parents and be involved in links with external agencies as part of curriculum enrichment

Trust Responsibilities

1. Share the Trust's Vision, Mission, Values and Behaviours and communicate them effectively
2. Participate in Staff Review and Professional Development activities, and be actively involved in the Trust's culture of high expectation
3. Value diversity and promote equality
4. Engage in marketing activities and liaison with employers and the wider community in line with Trust strategies
5. Contribute to cross-Trust events
6. Adhere to Trust policies and procedures including Health and Safety
7. Be responsible for safeguarding and promoting the welfare of children and young people
8. Any other duties that the Principal considers appropriate

PERSON SPECIFICATION

SENDCO

Qualified Teacher with QTS **Essential**

National Award for SEN Co-ordination, or a willingness to complete it within 3 years of appointment **Essential**

Degree in a relevant subject area **Essential**

Training, Experience and Knowledge

Successful teaching experience in a relevant subject area **Essential**

Demonstrate a student centered approach to teaching, including an appreciation of inclusive provision and practices **Essential**

Experience of conducting training/leading INSET **Essential**

Involvement in self-evaluation and development planning **Essential**

Experience of working in partnership with parents/carers to facilitate effective links between home and school **Essential**

Sound knowledge of the SEND Code of Practice **Essential**

Understanding of what makes 'quality first' teaching, and of effective intervention strategies **Essential**

Ability to plan and evaluate interventions **Essential**

Personal Skills and Attitudes

Display initiative, be positive and enthusiastic **Essential**

Demonstrate a commitment to equality and diversity **Essential**

Possess excellent communication and relationship building skills **Essential**

Be a team player **Essential**

Demonstrate a flexible, adaptable, resilient and results orientated approach **Essential**

Ability to lead and manage own workload effectively, and take responsibility for own professional development **Essential**

Good record-keeping skills **Essential**

Suitability to work with children and young people **Essential**

PRE EMPLOYMENT CHECKS

Please note: All of our positions are subject to an enhanced DBS check. If there's any reason why this may preclude you from being considered, please contact the Pendle Education Trust team. In line with Keeping Children Safe in Education 2025, an online search will be carried out as part of our due diligence on shortlisted candidates.

Apply: CVs are not accepted. If you're interested and would like to submit an application, please complete the Word application form found in the Join our Family section of our website www.pendleeducationtrust.co.uk

Equal Opportunities statement

We are an Equal Opportunities employer, welcoming applications from all sections of the community.

Rehabilitation

The post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). If successful you will be required to apply to the Disclosure and Barring Service (DBS) for a 'disclosure'. Information provided by you or the Disclosure and Barring Service will be dealt with in a confidential manner in accordance with the DBS's Code of Practice. You may view the Code of Practice on the DBS website at www.gov.uk/dbs or alternatively a copy is available on request.





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Company Registration Number

08263591

Place of Registration

England and Wales