



# SENDCO APPLICATION PACK

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# Letter From the Headteacher

Dear Applicant

Thank you for your interest in the post of SENDCO. This is an excellent opportunity for the right person to join Willowfield at an exciting time. You will find further information about the role attached to this letter.

**It is my great pleasure to welcome you to Willowfield school.**

**Willowfield school exists to serve children. Children get one chance at education, and it is our responsibility and privilege to ensure the educational experience for all children is rich and rewarding.**

**Children come to Willowfield and are given excellent pastoral care, feel happy, are safe and experience an excellent curriculum.**

**We develop our children as kind, curious, respectful, conscientious and independent young people who leave us ready to choose their futures and eager to embrace challenge**

Willowfield is very proud to have been serving our community; educating, and caring for children for over 100 years. Willowfield is a happy, oversubscribed and financially secure school doing great work – as was so clearly identified in the October 2021 OFSTED inspection. Such is our popularity that we have been expanding over the last few years and have an exciting building project giving us even more exciting facilities which is nearing completion.

Willowfield is characterised by great relationships, every member of our community is part of the Willowfield family. The school ethos and values are centred on developing our young people as great citizens and this infuses the whole curriculum and learning experience. We have a happy, dedicated, and excellent staff team who work tirelessly for our children. We have strong partnerships with local schools and colleges and are involved in many community projects.

We are a mixed 11 to 16 comprehensive school within the London Borough of Waltham Forest. Willowfield is a truly inclusive and international multicultural school. There are around 50 different languages spoken in the homes of our children. We serve a diverse community and are a committed equal opportunities employer.

I hope that this information is helpful but if you would like to find out more before applying, informal school visits are warmly welcomed and encouraged. To make an appointment please contact us on 0208 527 4065 or by e-mail at: [recruitment@willowfield-school.co.uk](mailto:recruitment@willowfield-school.co.uk). If you decide that you would like to take your interest further, then I look forward to reading your application. Applications consisting of a fully completed application form (CVs will not be accepted) and a covering letter should be submitted by noon on the 4<sup>th</sup> February 2026. If you are successful in being selected for interview, references will be requested immediately. All applications will need to be sent to [recruitment@willowfield-school.co.uk](mailto:recruitment@willowfield-school.co.uk).

**Candidates should note that as Willowfield School is committed to Safer Recruitment practices and procedures, online checks will be carried out on all applicants and shortlisted applicants will be questioned about their commitment to the safeguarding and promotion of the welfare of young people.**

Yours faithfully,  
**Rebecca Linden**  
Headteacher



## Vision, Values and Ethos

At the end of the Willowfield experience, we want our pupils to be able to compete with anyone, anywhere, professionally and personally, in the world that is their future.

- Our school is a safe, happy, exciting place - a vibrant learning hub at the heart of its community.
- We are driven by the belief that schools exist for children, our pupils are at the core of everything we do. We are committed to nurturing and challenging them, so they thrive and flourish, making great progress as learners and as people.
- Great lessons, complemented by enriching experiences beyond the classroom, challenge and inspire everyone to do the best they can. We are ambitious and aspirational, inspired by the belief that our pupils will achieve the most amazing things.
- We celebrate our wonderfully diverse school community and embrace the opportunities available in the greatest international city.



- Success at all levels is celebrated and we intervene immediately when pupils are not reaching the heights they should. Time is precious, a culture of healthy vigilance ensures we never overlook underachievement.
- Some pupils face significant barriers, but this is not used as an excuse for underachievement, we endeavour to understand and support so that these barriers are overcome.
- All members of staff are on their own learning journey and are committed to growing and nurturing all in the school community, thereby creating a great learning culture. We are reflective, outward facing professionals committed to continually improving the Willowfield experience.
- Everyone in the school is proud to be at Willowfield and work together to contribute to the great community that is Willowfield.
- Our young people develop into great citizens able to play a full, positive, and productive part in twenty-first century society

# About the School

Willowfield is a happy, successful, expanding and oversubscribed mixed 11 to 16 community school.

Willowfield has been proudly serving the local community since 1903 and we are delighted to continue to provide a great learning experience for the young people of our community. Our vision is based on inspiring, challenging and supporting every pupil to be the best they can be.

Willowfield pupils build on their strengths and overcome their personal barriers, enabling them to compete with anyone, anywhere, as successful, confident, well-rounded citizens able to shape the future and make a difference.



*“Pupils enjoy their education at Willowfield School.”*

- Ofsted, 2021

We are proud to be a local community school that gives our pupils the best possible start in life. Our school community is amazingly diverse with more than 50 home languages spoken. Our inclusive ethos is characterised by a striking culture of mutual respect and support. We have strong partnerships with local schools and colleges and are involved in many community projects. Pupils from a wide range of backgrounds are welcomed and flourish within a safe and caring environment. We plan learning experiences that closely meet their needs and excite them. Their views on teaching and their learning are listened to, and we act on these to continuously improve our provision.

There is a broad and interesting extra-curricular programme on offer to all pupils. Pupils are encouraged to engage and explore, and our Artsmark Award reflects the range and quality of creative activities they can access. There are many opportunities to take on responsibility and we have an active pupil leadership team who play a real role in helping shape the direction of the school. Our partnerships with parents and carers are key to the happiness and success of our pupils. We value highly the support we receive from our parents and carers, and pride ourselves on the work we do with them to keep their children safe, happy and achieving well.





We celebrate success and ensure that parents and carers are kept informed about their child's progress throughout their time with us. Sometimes pupils need some additional support to flourish and manage themselves effectively and we are committed to working closely with pupils and their families to develop strategies to help them fulfil their potential, overcoming any challenges to their happiness, learning and progress.

***“ Thank you Willowfield for going above and beyond to help my child – I see teachers at the gate every day and I know they care about my child. ”***

- Parent



The school is in Walthamstow, a vibrant and diverse area in north east London in the London Borough of Waltham Forest. Historically Walthamstow was a rural village, but it grew rapidly during the 19th and 20th centuries due to the expansion of London's railway network. Today it is a bustling urban area with a rich culture and artistic scene as well as plenty of green spaces and local amenities. In recent years it has undergone significant redevelopment including the opening of a new cinema complex and the regeneration of several public spaces.

Transport links are excellent, with the school being just a few minutes' walk from Blackhorse Road Underground Station on the Victoria Line. This line runs from Brixton in south London to Walthamstow Central through four major transport hubs: Vauxhall, Victoria, Euston and Kings Cross. Blackhorse Road is also on the London Overground orbital railway.

## Key Information

<b>Status</b>	Community School
<b>Last Ofsted</b>	October 2021
<b>Ofsted Judgement</b>	Good
<b>Forms of Entry</b>	7 forms of entry from 2021
<b>Year Established</b>	1903
<b>Type of School</b>	Comprehensive, coeducational
<b>Local Authority</b>	London Borough of Waltham Forest
<b>Age Range</b>	11 to 16
<b>Number of Pupils on Roll</b>	1037
<b>% of SEND Pupils</b>	20%
<b>% of EAL Pupils</b>	35%
<b>% FSM Pupils</b>	27%
<b>% of Pupil Premium Pupils</b>	34%
<b>School Website</b>	<a href="http://www.willowfield-school.co.uk">www.willowfield-school.co.uk</a>





## What People Say About Our School

*“ I love that in the school there’s a lot of teachers who can help you at any time. Willowfield is a good school that gives us a good education, letting us get the grades we want. ”*

- Year 11 student

*"Leaders often go the extra mile to make sure that vulnerable pupils benefit from the opportunities provided by the school."* - **Ofsted, 2021**

*"Pupils behave well. Pupils know what is expected and follow the school’s rules. They move around the school calmly and sensibly."* - **Ofsted, 2021**

*"Willowfield is special because of the people in it. There are so many diverse individuals in this school."*  
- **Year 7 Pupil**

*"What strikes any visitor to Willowfield is the strong sense of community: the team-work of staff; the harmonious relationships between staff and pupils; the way younger and older pupils listen to one another’s views."*

- **Roy Blatchford CBE, 2019**

*"My teachers and my friends help me change myself for the good. Our school is very supportive of our needs."*

- **Year 11 Pupil**



*“ The school have been really welcoming and supportive and my child is happy which above all is what any parent wants for their child. ”*

- Parent







**JOB TITLE:** SENDCO

**DURATION / HOURS:** Permanent full-time post

**PAY:** £75,433 - £82,816

**RESPONSIBLE TO:** Headteacher

**RESPONSIBLE FOR:** Line management of Deputy SENDCO and Inclusion Team

**PURPOSE OF THE POST:**

- Be the lead professional in the school for SEND provision, offering expert guidance to all relevant stakeholders.
- Collaborate closely with stakeholders, external professionals, and agencies to achieve excellent outcomes for SEND pupils through effective leadership and management.
- Work with the Senior Leadership Team, other professionals, and consultants on the strategic development of impactful SEND policies and provision across the school.
- Be responsible for the day-to-day implementation of SEND policy and provision.
- Lead the Integrated Resource Provision ensuring it provides an excellent curriculum, high quality teaching and support

**AREAS OF RESPONSIBILITY:**

To work in the following areas:

**Internal**

- Development and implementation of both statutory and school-based policies to enhance a safe, effective learning experience and achieve the best outcomes for SEND pupils
- Maintain an accurate, up-to-date SEND register and provision map.
- Initiate and review Education and Health Care Plans (EHCP) and policies related to medical issues.
- Lead on whole-school SEND CPD by sharing best practices, such as effective SEND learning, teaching strategies, and support for pupils across the school.
- Ensure all SEND records are maintained and kept up-to-date in line with GDPR requirements.
- Establish effective, comprehensive examination access arrangements, including associated administration and policy.
- Track SEND pupils' progress through meetings with stakeholders, regular lesson observations, and pupil shadowing activities. Use all available data and other information sources to demonstrate the progress of SEND pupils.
- Analyse this data to identify pupils who require additional intervention.
- Attend Social Inclusion meetings as required to represent the best interests of SEND pupils.
- Create, oversee, monitor, and lead targeted groups of SEND pupils, regularly evaluating their effectiveness.
- Produce an annual Department Improvement Plan (DIP) for SEND pupils aligned with SIP priorities.
- Monitor and regularly review the delivery of the DIP, ensuring it remains a live document owned by all relevant stakeholders.
- Contribute to school self-evaluation by liaising with and advising SLT on SEND-related issues for the SIP.
- Meet regularly with the SEND governor.
- To manage effectively budgets associated with the role

**External**

- Work in partnership and collaboration with early years providers, other schools, educational psychologists, health and social care professionals, and any other external agencies.
- Communicate regularly and effectively with all stakeholders, providing consistent updates to the governing body.
- Be outward-facing - reaching out to other schools and providers to seek best practice and ways to further develop practice and improve SEND pupil progress at Willowfield.

**Other Duties**

- To be part of the Senior Leadership team and carry out duties associated with this level of responsibility
- To act as a Deputy Designated Safeguarding Lead.
- To work as part of the Transition team
- To line manage the Deputy SENDCO and Learning Support Assistants and conduct the appraisal.
- To teach up to 24 periods per fortnight
- To carry out any other reasonable requests made by the Headteacher, in line with a post of this level of responsibility.

**Note:** *This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.*

**POST TITLE:** SENDCO

**PERSON SPECIFICATION**

	Essential	Desirable
<b>Qualifications/ Training</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• NPQ SENCO or NASENCO</li> <li>• Evidence of continuing professional development</li> </ul>	<ul style="list-style-type: none"> <li>• Specialist Literacy qualification or</li> <li>• Dyslexia qualification</li> </ul>
<b>Experience and Leadership</b>	<ul style="list-style-type: none"> <li>• Leadership experience such as SENDCO or significant departmental responsibility or SEND role in school or LA</li> <li>• Experience of working at a whole-school level</li> <li>• Involvement in self-evaluation and development planning</li> <li>• Experience in conducting training/leading professional development</li> <li>• Ability to provide a clear vision and direction for the development of inclusive practice.</li> <li>• Commitment to working with the Headteacher as part of the Senior Leadership Team in delivering whole-school strategies.</li> <li>• Commitment to promoting an environment where all children will maximise and achieve their potential.</li> <li>• Ability to liaise with all stakeholders, including education and medical professionals, governors and parents.</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of work on improvement in learning and teaching</li> <li>• Analysis of tracking and progress data by SEND group</li> </ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Strong knowledge of the SEND Code of Practice</li> <li>• Understanding of what makes 'quality first' teaching, and of effective intervention strategies</li> <li>• Ability to plan and evaluate interventions</li> <li>• Ability to influence and negotiate</li> <li>• Excellent communication and interpersonal skills</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Commitment to equal opportunities and securing good outcomes for pupils with SEN or a disability</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding and equality</li> </ul>	