THE KING JOHN SCHOOL

A QUALITY EDUCATION FOR ALL

Job Application Pack

Special Educational Needs Coordinator (SENCO)

ZENITH MULTI ACADEMY TRUST

The Vacancy

THE KING JOHN SCHOOL

A QUALITY EDUCATION FOR ALL

Special Educational Needs Coordinator (SENCO)
Required: September 2026
Full Time or Part Time Considered
Main/Upper Pay Range
TLR 2b £5,447

Are you looking to make a difference in your job role?
Do you want to work within a team that strives to achieve for student success?
If so, The King John School could be the place for you!

Our PRIDE values are the heartbeat of The King John School - Positivity, Resilience, Integrity, Dignity and Equality. We are looking for an inspiring individual who will embrace our values and culture to ensure each one of our students receive the quality educational experience they deserve.

Here at King John our students are the heart of everything that we do.

The role would involve maintaining an accurate SEND register and provision map, as well as providing guidance to colleagues on teaching pupils with SEND. You would be a key point of contact for external agencies, and organisational skills are key as there will be a need to ensure records are maintained and kept up to date.

We are looking for an outstanding Teacher with a proven track record of good student process, with a passion and drive to make a difference with our vulnerable students. Ideally the successful candidate will have the ability to teach across all key stages within their subject area.

You will need to strive to demonstrate, embed and uphold the school's PRIDE core values of Positivity, Resilience, Integrity, Dignity and Equality in order to support the character development of all students.

Our dedicated, knowledgeable and welcoming team of staff work collaboratively to support each other across the school.

We can offer you:

- A dedicated and experienced hardworking team of staff
- Enthusiastic, friendly and talented students
- Excellent CPD opportunities
- The opportunity to develop within a highly effective multi academy trust

You will need to:

- Possess good behaviour management skills
- Be a good and effective communicator at all levels
- Be open minded, creative and inspirational in your style of teaching
- Commit to working collaboratively with colleagues and students
- Utilise a variety of teaching methods and ensure that your lessons are engaging at all levels

Applications

To apply for the role please click here to apply Click here to apply.

CVs will not be accepted without a completed online application form.

You must complete the application form fully and give details of all employment, training and gaps in employment since leaving secondary school to the present day. Any additional information, which you wish to bring to the notice of the selection panel, should be included in your letter of application (supporting statement). Please ensure you say why and how you meet the criteria from the person specification in your letter of application. Full job description and person specification can be found at the end of this pack.

Shortlisted applicants may be screened prior to interview by checking social media sites. The purpose of such screening will be to ascertain whether a candidate demonstrates appropriate conduct, behaviour, and suitability for employment in a school environment.

Closing date: 11th March 2026

If you have any queries, wish to discuss the role informally or undertake a visit to the Trust, please do not hesitate to contact us via email recruitment@zmat.co.uk or telephone 01702 426707.

We look forward to receiving your application. You will be notified of your application status within two weeks of the vacancy closing date.

Safeguarding Children & Young People

The Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. Appointment to this post will be subject to the following satisfactory pre-employment checks:

- Health
- Identity
- Relevant work qualifications
- Right to work in the UK
- Barred List Check (previously List 99)
- Disclosure & Barring Service Check (for all staff and volunteers)
- References
- Childcare Disqualification Declaration Check (relevant Primary School posts only)

Welcome from the CEO

It gives me great pleasure to welcome you to our Trust, and I very much hope this job application pack gives you a sense of what it is like working in our Trust, including our vision and values.

We are a small, locally-based Trust in South East Essex, currently comprising one primary school, three secondary schools, and one special school: Laindon Park Primary School and Nursery, The James Hornsby School in Basildon, Castle View School in Canvey Island, and The King John School in Benfleet, and Castledon School in Wickford.

We are intentionally a small Trust and very much see our role as central to the communities we serve.

As a member of staff within the Trust, you become part of a dynamic network of staff working to achieve a shared vision for all of our children. You become a valued member of a small group of schools, able to shape the education of future generations. In doing so, we hope that you feel really well supported in your career, and that your well-being is always considered. As a member of our Trust, you engage in a professional learning journey which develops you as a practitioner, and allows you to use your talents to transform lives and make a genuine difference.

Our Core Purpose

To enhance the life chances of every child and drive social equity.

Mission Statement

A quality education and experience for all.

Values

Dignity **Collaboration** **Positivity** **Aspiration**

Vision

Zenith Trust will ensure excellence across the pillars of high quality, inclusive education, school improvement, recruitment and retention, finance and operations, and governance and leadership. We will harness the transformative power of collaboration so that all students attend truly outstanding schools.

Regardless of background or need, all students will achieve highly and have high levels of well-being, because they are taught and supported by the very best staff, who are well-trained and supported, buy into Zenith's vision, and are committed to providing a quality education for all. School leaders act ethically, inclusively, and always with the child's best interests at heart. Our students will be aspirational for themselves, enjoying their time at school, and flourishing as individuals within a safe, secure and nurturing environment.

All Zenith schools value students' social, moral, cultural, and spiritual development, building exceptional character so that students are kind, resilient, and inspired to be life-long learners. By working closely with the families and local communities we serve, and listening to students' voices, students will be well-prepared for life in a modern, tolerant Britain. They will secure outstanding academic outcomes and high quality destinations, always well-prepared for their next steps. As adults, they will lead happy, purposeful, and rewarding lives, and make a positive contribution to the world.

Andy Hodgkinson
Chief Executive Officer

Why work for Zenith Multi Academy Trust?

Thank you for considering Zenith Multi Academy Trust as your potential new employer.

If you share our commitment to securing transformational change and sustainable school improvement, and would like to be part of our vision to provide excellence in education, we would love to hear from you.

In return we can offer you:

- A friendly Trust, which places staff wellbeing and development at the forefront of everything we do
- School settings with excellent facilities
- Access to high quality and bespoke CPD across the Trust, including a collaborative project with the Education Endowment Fund (EEF)
- A supportive and positive Early Careers programme run in partnership with University College London and Chafford Hundred Teaching School Hub
- The opportunity to develop your career with and across the Trust Schools
- The Trust is an early adopter of the new NPQs

Staff Wellbeing

The Trust is committed to providing a safe and healthy working environment for all staff, and supports management practices that promote good health and wellbeing for all its employees. The Trust recognises that wellbeing and performance are linked. Improving employees' ability to handle pressure and to balance work and home life will ultimately lead to improved individual and Trust performance, including better outcomes for students.

The Trust has adopted a number of policies to support our commitment to staff wellbeing, including:

- Mental Health and Wellbeing policy, which focuses on the Trust's commitment to maintaining the health and wellbeing of staff
- The Health and Safety policy, which provides a framework for, and measurement of, safe places to work; and
- The staff Recognition and Reward policy, which ensures our staff feel valued for the work they do and recognised for the contribution they make.

The wellbeing and training of our staff are seen as critical in creating the most effective and talented staff team. The high calibre of our staff means that we are constantly striving to improve so that we can provide the outstanding level of education that all our diverse and amazing young people deserve.

Continuing Professional Development (CPD)

At Zenith Multi Academy Trust, all staff are encouraged to develop their knowledge, skills, understanding, and attitudes to enhance their professional work, regardless of experience. We work towards 'a culture of excellence', where all staff have the opportunity to continue to improve and sharpen their knowledge and practice. All staff who work in the Trust also have access to our innovative, online learning platform 'Zenith Institute', which provides staff with bespoke training and access to the latest research. The Trust pays for membership of a whole range of professional/subject associations, which staff can access free of charge.

Working for Zenith brings other benefits:

- Free Benenden Healthcare Scheme

    - Access to a GP 24/7 hours a day seven days week for you and your immediate family
    - Access to a Mental Health Helpline 24 hours a day seven days a week
    - Access to a care adviser who can provide advice and information on adult care issues
    - Medical Diagnostics
    - Medical Treatment at one of the hospitals in our treatment network for certain procedures
    - Physiotherapy
    - Mental Health Counselling Support
    - Financial Assistances to a care adviser who can provide advice and information on adult care issues

- Access to Benenden Healthcare rewards and discounts scheme

    - 46% off digital fitness subscriptions
    - 22% off activity trackers from Fitbit
    - Save up to 11% on the cost of gift cards of E-Gifts
    - Lifestyle shopping vouchers – save 6%
    - Home movies rentals – save up to 40%

- VIVUP Employee Assistance Programme and Lifestyle savings membership
- On site staff counselling programme
- Access to Bike2Work scheme
- Annual calendar of wellbeing events
- Eye sight tests
- On-site free medical health checks
- On-site free flu jab clinics
- Free access to on-site gym facilities
- Generous Teachers' Pension and Local Government Pensions schemes
- Generous annual leave entitlement for full-time support staff up to 29 days + 8 bank holidays per annum

THE KING JOHN SCHOOL

A QUALITY EDUCATION FOR ALL

Daniel Steel, is the Headteacher at The King John School. As a parent of two young children himself, he leads the school through the eyes of a parent, with very high expectations and aspirations for his students. The King John School is a popular, oversubscribed school where students' very high attendance and levels of achievement reflect their commitment and enjoyment of school life. The school is a large, mixed comprehensive with a well-established sixth form, and serves the ever-growing communities of Thundersley and Benfleet, as well as welcoming students from further afield.

To enable their students to be happy and successful learners, they strive to create a caring, supportive, and aspirational learning community, with high expectations and opportunities for all. They believe in offering a broad and balanced curriculum to enable students to flourish as individuals, and to achieve future success in whatever they choose to become later in life. This includes a strong emphasis on sport and the Arts. Opportunities for extra-curricular activities are extensive for all to support in developing knowledge, skills, and cultural capital beyond the classroom setting. These opportunities include enterprise, creative performing arts, and a wide variety of trips and visits. Added to this, their sporting expertise which puts them at the top of the county and national championships in a whole range of sports you will see the school has a lot to offer. They strive to nurture and develop global citizens of the future by celebrating success and valuing aspiration. There is a strong focus on developing students' character by instilling the King John PRIDE values of positivity, resilience, integrity, dignity, and equality. They are determined every student should maximise their potential.

The recruitment, retention, and training of fully-qualified staff play a key part in their drive to secure strong academic outcomes for all students, and to instil a life-long love of learning. They understand the vitally important role of partnerships between families and school, and value their relationships with all members of the community they serve.

They have a thriving sixth form, which has been significantly extended to provide a wealth of additional state-of-the-art facilities. Students achieve well in a wide range of subjects and over a three year trend, the results are in the top 15% of over 2000 schools with 68% A*, A or B grades at A-level. Students' destinations are very strong, and they progress to Higher Education, including Cambridge and other Russell Group universities, apprenticeships, and employment.

Laindon Park School & Nursery

Laindon Park is a small school located in a rural, unspoilt area. Their building retains a Victorian character with many historical features. The Headteacher of Laindon is Cristina Portoles, who ensures that they are a school where the child is at the heart of everything they do and leads the decisions they make.

"Pupils enjoy learning and playing together at this small, friendly school. They are confident that everyone is welcome here. From the early years, children learn to share ideas and equipment. Older pupils proudly take on roles in the school to help each other and to care for the school environment," (Ofsted February 2023).

Castle View School

Pursue Excellence | Be The Best

Steve Durkin is the Headteacher of Castle View School. The school is a place where students are put first in everything the school does. Their aims are to pursue excellence, to be the best they can be and they achieve this by working together with parents and the wider community to bring out the very best in their young people.

A good education inspires, opens doors, and makes a difference to the lives of individuals, their families and the wider community. Therefore, the school takes their responsibilities as educators very seriously, doing all they can to help their students achieve anything and everything they set their minds to. The school also takes great pride in providing a happy and harmonious learning environment – one where every student is known as an individual.

As well as valuing academic success, the school strives for every child to become a well-rounded, caring, and confident individual who plays a part in their community, and has the skills and mind-set to contribute positively to its wider society.

The James Hornsby School

Together we excel

The James Hornsby School is an oversubscribed 'Good' school; as rated by Ofsted, where students are at the heart of all they do. They have a strong family ethos where they believe "Together we excel".

The Headteacher, Tammy Nicholls firmly believes that investing in staff is a priority to ensuring every student receives a high quality education, enabling them to achieve their best. Family, Pride, Ambition, and Excellence are their key drivers for success not only for their students, but for their staff as well. As such staff retention and well-being is high.

The James Hornsby School is extremely proud of the strong family ethos that has been built, which focuses on developing personal character, resilience, independence, and removing barriers to success. They have a vertical tutoring system and every student and staff member are placed into a college structure, this strengthens the sense of belonging.

Their ethos ensures a safe and happy environment where students are at the centre of all they do. They have highly effective safeguarding structures in place and work in collaboration with parents and carers to ensure high levels of attendance, welfare and outcomes.

They have created an environment where all students can make great progress, this is underpinned by a well-structured curriculum that is rigorous and aspirational and is supported by Quality First Teaching.

The ultimate purpose is to ignite hope, drive ambition, and advance the life chances of everyone who is part of their family. They will help students gain qualifications that will open the door of opportunity and develop the character to get them through.

They welcome the chance to meet with you and discuss your development opportunities as part of the James Hornsby and Zenith family!

Simon Holliday is the Headteacher of Castledon School. This school is a community special school based in Wickford, Essex that aims to unlock the potential of learners aged 5 to 19 with moderate learning difficulties and complex needs. Their motto is "Unlocking Potential".

They work closely with parents, staff and students to create a safe and inclusive community that is based on mutual respect and understanding. Staff, parents and students helped devise the “Castledon Code” which encourages all within their community to be safe, kind, and responsible.

Their school has a range of facilities and resources to support their our students' learning and development, including specialist classrooms and equipment, therapy rooms, a sensory room, a soft play area, a music studio, a swimming pool, animal care shelters, and an art room. Their students have access to a range of pathways, including life skills, vocational, and academic. They work with their learners and families to identify their goals and aspirations and offer bespoke pathways that are tailored to each individual student.

Their school has won several awards, including the 2022 Essex SEND Teacher of the Year award. They also recently won the Educational Business Award for Environmental Practice in 2022, and the Community Award in 2021, Academy Partnership Award, and SEN Provision Award in 2019.

They invite you to follow them on Instagram to keep up to date with their school community.

The King John School

Laindon Park Primary School

The James Hornsby School

Castle View School

Castledon School

Testimonials

Working at The King John School for the past 4 years, including my ITT and NQT year, has provided me with fantastic opportunities to develop. I have been able to attend CPD to upskill my A-level knowledge, allowing me to teach two science A-levels. I have been encouraged to attend emerging leaders training and subsequently appointed an Assistant Head of Year role. Since then, I have also attended middle leaders training to further develop within my role as a pastoral leader.

- Science Teacher, The King John School

On starting my role as an LSA at KJS my first impressions were how supported, knowledgeable and friendly the staff were across the board (on all levels). As an LSA my Job role is to provide support to pupils with special educational needs and to help them integrate as fully as possible in all activities within the class. KJS offer excellent training and opportunities to develop your career, you are fully supported and recognised for your achievements. In the four months that I have worked at KJS I have gained valuable experience and a range of assessment techniques to enable me to progress further within my role.

- LSA, The King John School

I would like to sing the praises of everyone who has supported me in the school over the last year and a half. There are way too many to name (the whole school staff is super supportive – any questions or concerns I shared, if the staff member I spoke to didn't know how to deal with that, they would point me in the direction of the person who could). Even though I was based in the English department, staff from all over the school were prepared to help in any way they could. Again, I feel that this is also reflected when the staff members are dealing with the students. I just cannot fault the support system in place – ESPECIALLY during the pandemic. Overall, my experience at The King John School has been positive and valuable to me and I hope that I am able to continue here for a very long time.

- ECT English Teacher, The King John School

Having started as a trainee in the English Department back in 2011, I am thankful to have had over ten wonderful years working at this fantastic school. The school's focus on CPD has enabled me to attend numerous courses over the years which has had a really positive impact on my teaching and learning knowledge. The support and guidance from my colleagues has given me the confidence to teach across all three key stages, from 11-18 year olds, and it has been a real privilege to have a positive impact on the learning and life chances of these students. Whether it be helping our Year 7s with the transition from primary school, or Year 13s with their university applications, I have found these opportunities hugely rewarding. I have also been encouraged to develop and progress in other aspects too and have and have been given many additional responsibilities over the years. I can honestly say that my colleagues are supportive, hardworking, dedicated and passionate and my students are enthusiastic, well-behaved and intellectually curious. These things combined have made this a truly fun, fulfilling and hugely enjoyable place of work.

- Teacher of English and PSHE Coordinator, The King John School

Job Description

Job Title	**Special Educational Needs Co-ordinator (SENCO)**
Reports to	Director of Inclusion/Headteacher
Grade	Main/Upper Pay Scale
Job Purpose	To ensure under the direction of the Headteacher and Director of Inclusion that all children, including those with Special Needs and Disability (SEND) receive appropriate support. Be responsible for the day-to-day operation of the SEN policy and co-ordination of specific provision to support individual pupils with SEN or a disability
Principal Accountabilities	To be responsible for all-through systems and processes relating to the SEND code of practice, adhering and fulfilling all statutory requirements.

Specific Responsibilities

Leadership

- Support the Headteacher and Senior Leaders in providing a clear vision and direction for the development of systems and processes designed to support Inclusion
- Ensure the SEND policy and SEND code of practice are implemented and embedded across the school
- Deliver INSET to colleagues on SEND and strategies to support students with SEND
- To strategically lead and develop the effective use of the SEN team across the school in providing appropriate support and intervention to meet needs.
- Strategic oversight and monitoring of intervention groups.

Operational role

- Ensure that the needs of individual students are met through a broad, balanced, relevant and differentiated curriculum
- Regularly update the SEND register
- Assist staff in the development and implementation of targets for individual students on their strategy plans.
- Work with colleagues to produce detailed plans/programmes to meet the needs of individual students and targeted groups of students
- Set up systems for identifying, assessing, tracking and reviewing student needs
- Set up systems for immediate assessment of new arrivals and liaise with relevant staff to ensure these are shared.
- To liaise with feeder schools and Sixth Form institutions to aid transition of students with SEND
- Arrange, attend and prepare materials, where appropriate, for annual and/or termly review meetings
- Liaison with all enhanced provisions, specifically Zenith Minds, to ensure appropriate transition and re-integration

Staffing and resources

- Line manage, organise, monitor and support Learning Support Assistants (LSAs) to ensure that they provide effective and appropriate support for students and teachers
- Support the professional development process of LSAs.

Communication

- Work with parents to ensure the best possible outcomes for children
- Liaise with class subject teachers, leaders and pastoral staff concerning the progress and well-being of students with SEND.
- Liaise with other schools and outside agencies to ensure the best possible outcomes for students
- Attend and contribute to appropriate middle leadership, senior leadership and governing body meetings
- Attend meetings with external agencies to support progress and well-being of students

General duties as a classroom teacher

Under the reasonable direction of the Headteacher, carry out the professional duties of a class teacher through delivery of withdrawal groups for students with learning and/or literacy difficulties.

PERSON SPECIFICATION TEACHER
(to be read in conjunction with the job description)

Essential qualifications

- Qualified Teacher Status (QTS).
- Working towards or willingness to undertake the NASENCO qualification.

Essential skills and Experience

- Experience working with students with SEND in a secondary school or similar setting.
- Strong understanding of the SEND Code of Practice and inclusive secondary education.
- Ability to work effectively with subject teachers, pastoral staff, and external professionals.
- Successful mainstream teaching across the 11-16 age range and the full ability range
- Excellent communication, organisation, and time-management skills.
- Excellent classroom practitioner skills
- An ability to form productive working relationships with students, parents and colleagues
- To employ a range of appropriate teaching styles and the ability to present subject content in clear language and in a stimulating manner in order to ensure students' interest and motivation and encourage independent learning
- Selection and use of appropriate resources including ICT
- An ability to create and maintain a purposeful, orderly, attractive and effective learning environment
- Good communicative, organisational, administrative and interpersonal skills
- An ability to promote The King John School within the wider community
- An ability to work independently and as a member of a team
- An ability to produce coherent lesson plans and contribute to the production of schemes of work

Essential knowledge and understanding

- An understanding of the subject taught, including a range of assessment methods and the National Curriculum
- An understanding of the variety of the students' needs and their individuality

Essential personal qualities

- Energy, sensitivity, resilience, commitment and enthusiasm
- High expectations of students
- A sense of humour
- A willingness to participate in professional development

Desirable qualifications, skills, knowledge, experience and personal qualities

- Experience supporting EHCP processes and annual reviews in a secondary setting.
- Knowledge of GCSE, vocational, and post-16 pathways.
- Experience with exam access arrangements (JCQ).
- A willingness to contribute to the extra curriculum of the school
- An understanding of stages of assessment and teaching students with a range of needs

Other

- Commitment to inclusion, equality, and safeguarding.
- Willingness to engage in ongoing professional development.