

Thank you for your interest in the role of **Trust SENDCO** at **Brooke Hill Academy Trust**. This is a new role for our Trust, and we hope you will feel inspired to apply to be part of our team.

We are looking for a passionate SENDCO who is aspirational for all children and seeking a new challenge leading SEND across our three schools. Our ideal candidate will be an experienced SENDCO who is well qualified and up to date with current SEND practice and provision.

This will be a part-time role for 2 days per week as Trust SENDCO but we can offer the right candidate an additional day providing cover in one of our schools.

In this role we want our new Trust SENDCO To be flexible and manage their time across the three schools prioritising the needs and work in each school. The role will include working with children, families and ensuring our staff are well trained and able to support all children to flourish.

Our new SENDCO will work closely with the Trust Leadership Team, particularly the Headteachers in each school. You will oversee the SEND provision in each school and be relentless in seeking additional funding and support. You will be responsible for supporting all staff to have high expectations for both the progress and care of our most vulnerable children.

The person specification and job description can be found in this pack, and as a qualified teacher role this will also fall under the expectations of the latest Teacher Standards and School Teachers Pay and Conditions. Our ideal candidate will have:

- a proven experience as a SENDCO and demonstrate examples of improving provision and supporting children.
- drive, energy and ambition for both themselves, and their school
- A strong understanding of safeguarding and the ability to ensure that safeguarding is at the heart of everything we do
- strength of character to lead and inspire staff, nurture the staff team whilst holding them to account to ensure that the children achieve their best outcomes
- An openness to work collaboratively with others is essential
- the ability to establish themselves as a credible leader and foster professional, influential relationships with a wide range of stakeholders and external agencies

In return you will find:

- Supportive leadership and a collaborative working environment
- Opportunities for professional growth and development
- Focus on staff well-being and work-life balance
- Being part of a new era for the Trust and a growing team focused on improving outcomes for all children
- Inspiring learning environments and a commitment to further develop this

Contract Type: Permanent (Part-Time 2 or 3 days/ week negotiable)

Start Date: September 2025

Salary: MPS/UPS (Plus Senco Allowance +\$£2679 pro rata)

Brooke Hill Academy Trust is a small Trust of three schools in Rutland and Lincolnshire. All three schools and Headteachers work closely together, along with the CEO, where we believe we all have a collective responsibility to ensure all children in our care deserve the very best education and opportunities. Each school is different, and we value their individual identities and character as they each serve very different communities.

We hope you will be inspired to apply to be our new Trust SENDCO and would welcome prospective candidates to visit or have a telephone conversation with our CEO, Craig Charteris. This can be arranged by contacting Kate Rickett (Trust Administrator) :

kate.rickett@brookehillacademytrust.education or by telephoning 01780 720025

This conversation is for you to ask questions and get to know our trust and is not part of the selection process. Information on how to apply for the post can be found in the Applicant pack.

Brooke Hill Academy Trust is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people. We are committed to safer recruitment, all offers of employment will be conditional pending positive references, enhanced DBS, qualifications and medical checks. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. Please visit our website to view our safeguarding policies. Wherever possible references will be gathered after shortlisting prior to interview.

To apply please complete the application form and return with a supporting statement. Please ensure your supporting statement covers all of the essential aspects in the person specification (using the headings):

- **Qualifications and Self-Development**
- **Experience, Knowledge and Understanding**
- **Skills**
- **Personal Ethos**

The supporting statement should be no more than 2 - 3 sides of A4 (calibri/apptos font size 12). The supporting statement will be used to shortlist candidates against the person specification.

If you have any questions or require further information, please email:

kate.rickett@brookehillacademytrust.education

The closing date for this post is Wednesday 14th May 2025 at 12pm

Trust SENDCO Person Specification

To be covered in Application Form and Supporting Statement

Essential	Desirable
Qualifications and Self Development	
Degree and QTS	Further relevant professional qualifications
Accredited SENDCO qualification	Commitment to ongoing professional development
Relevant recent roles or professional development that helps prepare for this position.	
Experience, Knowledge and Understanding	
Strong understanding of, and commitment to Safeguarding and Equality	Experience of being a DSL or DDSL
Experience of teaching in a mainstream Primary school setting	Experience of working in different schools or supporting colleagues in other schools
SENDCO experience and sound knowledge of the SEND Code of Practice	Experience of working across the Primary age range
Experience of undertaking a range of SEND assessments, working with external agencies and securing funding.	Experience of line managing Teaching Assistants to support quality first teaching and deliver high quality interventions
Understanding and experience of the EHCP and EHA processes and leading these.	Experience of leading initiatives/ projects with whole school impact
Understanding of working with children with a range of learning needs/ SEND and strategies to support them effectively	Involvement in leading training and supporting teachers.
Understanding of what makes 'quality first' teaching, and of effective intervention strategies	
Skills	
Able to influence, motivate and inspire staff and build effective working relationships	
Good record keeping skills and ability to analyse and use data to inform provision planning	
Ability to effectively monitor progress of SEND and disadvantaged children, ensuring they are well supported to achieve their full potential	
Strong communication and interpersonal skills	
Personal Ethos	
Commitment to getting the best outcomes for pupils and promoting the ethos and values of the school/Trust	Passion for promoting well-being and creating a culture of excellence
Commitment to equal opportunities and securing good outcomes for pupils with SEN or a disability	A positive and energetic attitude with high expectations of self as a professional
Ability to work under pressure and prioritise effectively	
Able to work effectively as part of a team and contribute positively to the life of our schools	

Trust SENDCO Job Description

Job details

Job title: Trust Special educational needs co-ordinator (SENCO)

Salary: MPS/UPS (Plus Senco Allowance pro rata)

Contract type: Permanent (Part-Time 2 or 3 days/ week negotiable)

Reporting to: Trust Leadership Team (CEO/ Headteachers)

Responsible for: SEND, PP, LAC and HPLs.

Main purpose

The SENCO, under the direction of the Headteacher's, will:

- Determine the strategic development of special educational needs (SEND) policy and provision across the Trust
- Work across all three schools, prioritising time effectively on ensuring a high quality SEND provision for all children
- Be responsible for day-to-day operation of the SEN policy and co-ordination of specific provision to support individual pupils with SEN or a disability
- Provide professional guidance to colleagues, working closely with staff, parents and other agencies
- The SENCO will be expected to fulfil the responsibilities of a teacher, as set out in the STPCD

Duties and responsibilities

Strategic development of SEN policy and provision

- Have a strategic overview of provision for pupils with SEN or a disability across the school, monitoring and reviewing the quality of provision
- Contribute to school self-evaluation, particularly with respect to provision for pupils with SEN or a disability
- Develop and oversee the implementation of the schools SEND strategy and policy
- Maintain up-to-date knowledge of national and local initiatives that may affect the school's policy and practice
- Proactively work with external agencies, seeking funding and support
- Evaluate whether funding is being used effectively, and suggest changes to make use of funding more effective
- Monitor progress of pupils with SEND, carrying out appropriate assessments including working with teachers and parents

Operation of the SEN policy and co-ordination of provision

- Maintain an accurate SEND register and provision maps for each school
- Provide guidance to colleagues on teaching pupils with SEN or a disability, and advise on the graduated approach to SEN support
- Advise Headteachers on the use of the school's budget and other resources to meet pupils' needs effectively, including staff deployment
- Be aware of the provision in the local offer
- Work with early years providers, other schools, educational psychologists, health and social care professionals, and other external agencies
- Be a key point of contact for external agencies, especially the local authority (LA)
- Analyse assessment data for pupils with SEN or a disability
- Implement and lead intervention groups for pupils with SEN, and evaluate their effectiveness

Support for pupils with SEN or a disability

- Identify pupil's SEND needs based on evidence-based and external advice (where appropriate)
- Co-ordinate provision that meets the pupil's needs, and monitor its effectiveness
- Secure relevant services for the pupil
- Ensure records are maintained and kept up to date in each school
- Review the education, health and care plan (EHCP) with parents or carers and the pupil
- Communicate regularly with parents or carers
- Ensure if the pupil transfers to another school, all relevant information is conveyed to it, and support a smooth transition for the pupil
- Promote the pupil's inclusion in the school community and access to the curriculum, facilities and extra-curricular activities

Leadership and management

- Work with the Headteacher's and CEO to ensure the school meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements
- Prepare and review information the Schools/ Trust are required to publish
- Contribute to improvement plans and whole-school policy
- Identify training needs for staff and how to meet these needs
- Lead INSET for staff
- Share procedural information, such as the school's SEND policy
- Promote an ethos and culture that supports the school's SEND policy and promotes good outcomes for pupils with SEND
- Lead and manage teaching assistants (TAs) working with pupils with SEND
- Lead staff appraisals as directed
- Review staff performance on an ongoing basis

The SENCO will be required to safeguard and promote the welfare of children and young people, and follow Trust policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the SENCO will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the CEO.

Class Teacher Job Description

Duties

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document and the Teachers Professional Standards. It may be modified by the Trust, following consultation, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Teaching and learning

To adhere to the teaching standards and uphold the professional code of conduct expected of professional teachers

1. Identify and adopt the most effective teaching approaches for all pupils, acting upon advice, training and support to develop practice.
2. To follow all school systems and expectations for teaching, learning and behaviour.
3. Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work
4. Assess, monitor, record and report on the learning needs, progress and achievements of pupils, making accurate and productive use of assessment
5. Adapt teaching to respond to the strengths and needs of pupils
6. Set high expectations which inspire, motivate and challenge pupils
7. Promote good progress and outcomes by pupils
8. Demonstrate good subject and curriculum knowledge
9. Participate in arrangements for preparing pupils for external tests
10. Take part in the school's appraisal procedures
11. Take part in further training and development in order to improve own teaching
12. Take part in the appraisal and professional development of others, where appropriate

Whole-school organisation, strategy and development

1. Support the aims, ethos and expectations of the school.
2. Actively participate in staff training and seek appropriate training opportunities to develop self.
3. Attend team and staff meetings.
4. Collaborate and work with colleagues and other relevant professionals within and beyond the school
5. Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's vision and values
6. Make a positive contribution to the wider life and ethos of the school
7. Communicate effectively with pupils, parents and carers

Health, safety and discipline

1. Promote the safety and wellbeing of pupils
2. Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment

Personal and professional conduct

1. Uphold the school's code of conduct.
2. Ensure that all required deadlines are met on time.
3. Ensure that all school expectation and policies are adhered to at all times, seeking clarification if unsure.
4. Represent the school in a positive and professional manner in all interactions with stakeholders and the wider community including through social media
5. Ensure that confidential school information is not released to other members of staff, parents or children unless through authorised channels.
6. Develop effective professional relationships with colleagues
7. Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school

8. Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
9. Understand and act within the statutory frameworks setting out their professional duties and responsibilities
10. Undertake any reasonable additional duties as directed by the Head Teacher.

Safeguarding

1. Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
2. Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
3. Promote the safeguarding of all pupils in the school
4. To share in the school commitment to safeguarding and promoting the welfare of children.
5. To undertake safeguarding training and seek additional information and training as appropriate.