JOB DESCRIPTION

Post Title:	**SENCO**
	WCG Grow (14-16 Direct Entry School)
Salary Range:	**£34,782 per annum** **(Support Scale Fixed Point 26)**
Contract:	**Permanent / Full Time**
Reference:	**CS12506**

PROTECTION OF CHILDREN

Any offers of appointment will be subject to a Disclosure and Barring Service (DBS) check (formerly CRB), a certificate of good conduct if applicable, plus receipt of satisfactory references, Occupational Health clearance, an understanding of safeguarding and qualifications verification. An Enhanced DBS check is required for this position as you will be working within 'Regulated Activity' within a specific place (i.e. the College).

This role is classed as working within Regulated Activity. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children. By applying for this position, you agree to an Enhanced DBS check in line with DBS regulations.

WCG Child Protection Procedure >

ABOUT PERSHORE COLLEGE

Warwickshire College Group (WCG) is a forward-thinking, multi-campus educational institution rooted in the Midlands and dedicated to empowering learners, driving regional prosperity, and addressing national priorities. **Pershore College** is a nationally recognised centre for excellence in horticulture, agritech, arboriculture, and inclusivity. This established reputation now supports a broad curriculum, including academies for construction and sport. Students also train in health and social care, hair and beauty, graphic and media art, and veterinary nursing. **Powered by WCG, Pershore College** is one of our diverse campuses across Warwickshire and Worcestershire, WCG combines tradition with innovation to deliver education that transforms lives and shapes futures.

To learn more about the WCG Strategic Approach, read our Impact Strategic Plan 2025-2028:





WCG Impact Strategic Plan 2025–28 >

BACKGROUND TO THE POST

WCG Grow* offers an exciting opportunity for learners aged 14 (Year 10) who are ready to take charge of their future and follow their passion. Young people can apply directly to join WCG Grow, where they will study core GCSEs alongside proposed introductory pathways in Animal and Plant Care, Construction, Creative Digital Design, Hair & Beauty, and Sport.

At WCG Grow, learners gain more than just qualifications - they develop the practical skills, technical knowledge, and personal confidence employers are looking for. Alongside GCSEs in English Language, Maths, Combined Science, and either Business or Computer Science, students follow a creative and technical pathway that blends classroom learning with practical, hands-on experiences.

The purpose of this post is to oversee the strategic direction and operational delivery of the Learning Support / SEND department, ensuring all students with additional needs can access the curriculum and achieve their potential

WCG Grow >

**Offering subject to DfE approval*

MAIN TASKS

1. Strategic Development & Leadership

- Lead the strategic planning, review, and continuous improvement of the school's SEND policy and provision.
- Serve as an active member of (or closely advise) the School Leadership Team to embed inclusion into whole-school decisions.
- Manage the Learning Support department budget, resources, intervention tools, and specialist equipment.
- Line-manage Teaching Assistants (HLTAs and TAs), conducting performance reviews and coordinating CPD.

2. Operational & Pupil Provision

- Maintain and update the Additional Needs Register and student provision maps.
- Oversee the identification, assessment, and tracking of students with learning needs (e.g., dyslexia, dyspraxia, ADHD, ASD, EAL).
- Coordinate Education, Health and Care Plans (EHCPs), statutory annual reviews, and individual support plans (such as Pupil Passports or Personal Learning Plans).
- Manage Exam Access Arrangements (such as extra time, word processors, or scribes) in collaboration with the exams officer.

3. Staff Guidance & Training

- Deliver continuous professional development (CPD) and practical guidance to subject teachers, form tutors, and support staff on adaptive teaching strategies.

- Equip classroom teachers to differentiate lessons and remove barriers to learning across every curriculum area.

4. Working with Parents & External Agencies

- Act as the primary point of contact for parents and carers of students with SEND, holding regular review meetings and transition consultations.
- Liaise with external specialists, educational psychologists, speech and language therapists, social services, and the local authority.
- Coordinate smooth student transitions from primary feeder schools into the senior school, and onwards to post-16/higher education.

In order to support during busy exam periods, you may be asked to undertake exam invigilator duties. The College will provide training.

The list of duties is not exhaustive but outlines the main features of the post at appointment and may vary as the job evolves without affecting the nature of the duties or the responsibility level.

HOURS OF WORK

The postholder will be expected to work such hours as are necessary for the proper performance of their duties and responsibilities, normally 37.

WORKING WEEKS

The role is full time, working at least 37 hours per week. You will be required to work for 39 weeks per year.

PLACE OF WORK

The principal place of work will be the College's premises based at our **Pershore College**. However, the post holder may be required to work on either a temporary or an indefinite basis at any premises at which we may provide services.

OFFERS OF WORK

For the successful candidate a conditional offer of work will be made. Our offer of work will be conditional upon a number of mandatory pre-employment checks, to include but not limited to: DBS, Barred List check, right to work check, internet search, TRA check (academic posts).

EMPLOYEE BENEFITS

When you join WCG we offer you a whole host of employee benefits, including:

- Comprehensive training programme.
- Generous leave entitlement plus up to four free College Closure days a year included in the salary calculations
- WCG offers all employees who are carers the option to request a period of Carer's Leave that is equal to their usual working week, paid at their normal pay.
- Leadership & Management training programme to develop our next generation of managers.
- Superb health and wellbeing support with Wellbeing@WCG.

- The opportunity to join our voluntary health cash plan run by Health Shield.
- Discounted Full Cost Recovery courses
- Cycle to work scheme.
- Discounted hair and beauty treatments in our College salons.
- Pension schemes.
- Free will writing service.
- Free car parking on-site.
- Free flu vaccination voucher (available annually)

PERSON SPECIFICATION

Physical Make-up
Ability to perform the tasks as described in the job description. If you have a disability you should not be discouraged from applying, since there are schemes available within the College which allow for the provision of special aids, premises to be adapted and other appropriate support provided.

Ways in which these schemes might help in particular circumstances can be discussed with the People Services department when making your application.

		How it is Measured	
Attainments:		**Application Form**	**Interview**
Essential	Qualified teacher status, QTLS or PGCE	•	
	A recognized Academic qualification at degree level	•	
	GCSE grade A-C or equivalent qualification in Maths and English	•	
	National Professional Qualification for SENCOs (NPQ SENCO) or legacy NASENCO award – or willingness to obtain within 3 years	•	•
	Substantial secondary/senior teaching experience with a proven track record in supporting students with diverse learning needs.	•	•
	Deep understanding of the SEND Code of Practice, the Equality Act 2010, safeguarding guidelines, and local authority "Local Offers"		•
	Experience of managing a team.	•	
	Good communication skills both verbal and written.	•	•
	Strong administrative skills, including IT skills	•	•
Desirable	Experience of working with SEN learner's post 14.	•	•

Key Experience and Attributes			
Essential	The vision, drive and enthusiasm to achieve targets.		•
	Understanding of exam access arrangements.		•
	Experience of and willingness to develop use of assistive technology.		•

	Experience of creating and delivering materials for staff to develop knowledge of learners with SEN and how to meet individual needs.		•
	Excellent organisational skills with an adaptable and flexible approach.		•
	Good time keeping and time management skills with ability to work to deadlines and targets.		•
	Excellent interpersonal skills to work as a team member and to communicate effectively with students and industry organisations.		•
	Self-motivated with an ability to motivate others.		•
	Ability to work effectively under pressure.		•
	Enthusiasm and ambition for personal and College development.		•
	A commitment to equal opportunities, inclusive learning, widening participation, and lifelong learning.		•
	Ability to demonstrate an understanding and knowledge of safeguarding and promoting the welfare of children and at-risk adults.		•
	Ability to demonstrate behaviours which support the Core Values of the College.		•
	Ability to demonstrate an understanding and knowledge of Equality & Diversity.		•

Candidates should apply by sending a copy of their CV to jobs@wcg.ac.uk

When selecting applicants for shortlisting, the panel will consider the requirements listed in the Person Specification above. You are, therefore, advised to ensure that your application addresses the issues raised by providing examples/evidence.

We are conscious of the time and effort spent on applications. We do thank you for your interest. Due to the number of applications the College receives, we are unable to provide feedback for candidates who are unsuccessful at shortlisting; however, we aim to notify all successful candidates within 1 week of the closing date.

The College regrets that it is unable to pay expenses incurred by attendance at interview.