**AMERY HILL SCHOOL  
Education for Life**

SENDCo

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| **Reports To** | Deputy Headteacher |
| **Contract Term** | Permanent Contract |
| **Salary** | MPS/UPS + TLR 1a (£11,657)  For a UPS3 teacher, this would equate to a salary of £60,741 |
| **Hours** | Full Time |
| **Start Date** | 01 September 2025 |
| **Closing Date** | 28 April 2025 |



**Welcome from Rob Jeckells, Headteacher**

A very warm welcome to Amery Hill School - a thriving and welcoming learning community which is proud to serve the town of Alton and its surrounding villages. Amery Hill School is a very popular, fully inclusive secondary school where excellence and high aspirations permeate every aspect of school life.  Every student is valued as an individual and, whatever their goals, staff are there to support, nurture and assist them along their journey to success. Our motto, ‘Education for Life’, underpins all that we do.

Our vision is to provide a welcoming and supportive learning community where all students are encouraged to become independent, creative, active and resilient learners with the empathy to respond responsibly and morally to the challenges of this ever-changing world. As the Headteacher of Amery Hill School, I am motivated by a sense of the absolute importance of what schools do and a conviction that education should be inspiring and enjoyable. I am delighted you are interested in applying for this position and joining our school community.



Delivering our Vision, for Every Child, Every Day

We aim for academic excellence and achievement for all of our students. We inspire and develop a genuine love of learning through the dedication of our staff in creating an ambitious educational environment that is exciting and accessible to all. This is supported by a wide range of extra-curricular activities and enrichment opportunities for students to explore and deepen their own interests.

We work hard to identify and enhance each student’s strengths, focussing attention on personal development so that their time at Amery Hill is not just about a journey to academic success but also one of self-understanding. Our aim is that on leaving Amery Hill our students can think, learn and cope independently so that they have the confidence to seize life’s opportunities and make a real contribution to the communities where they live and work.

Investing in our Staff

We recognise that our staff are our greatest asset and we are committed to providing a comprehensive CPD programme for all. Inspirational teaching and support for our students is core to delivery of our vision and we actively encourage every member of staff to continue their learning by participating in our Professional Learning Groups (PLGs) through which they will conduct research on pedagogy, trial its usefulness and embed its practices to ensure that we stay at the forefront of educational thinking, innovation and enquiry.

Staff wellbeing is equally important to us and we have a number of wellbeing initiatives to provide a supportive work environment. In doing so, we acknowledge that the needs of staff change over time and are committed to allowing staff to balance their working lives with their personal needs and responsibilities.

We would welcome informal visits ahead of application which can be arranged with our HR Officer, Mrs Percy, at [recruitment@ameryhill.school](mailto:recruitment@ameryhill.school) or on 01420 81307. We look forward to welcoming you to the truly inspiring learning community; come and see how our approach provides every student with an ‘Education for Life’.

**Job Profile: SENDCo**

If you require any further information please contact Natalie Percy on 01420 81307 or email [recruitment@ameryhill.school](mailto:recruitment@ameryhill.school)  and we would be delighted to discuss this role in more detail.

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| **Reports To** | Deputy Headteacher and Headteacher |
| **Role Purpose** | To enable students with Special Educational Needs and Disabilities (SEND) to excel. The SENDCo leads tailored SEND support, ensuring positive outcomes through effective interventions, collaboration, and resource management whilst fostering an inclusive environment. You will lead the SEN team, coordinate interventions and ensure the delivering of high-quality provision for all students with SEND. |
| **Role Requirements** | **To enable students with Special Educational Needs and Disabilities to excel by**   * Driving SEND student success through strategic leadership, team management, and effective resource coordination * Overseeing comprehensive SEND support, including classroom support, EHCP coordination, parental liaison, and student hub oversight   **Leadership**   * Strategically leading SEND, developing staff, managing resources, and ensuring inclusive practices across the school * Encouraging all members of staff to recognise and fulfil their statutory responsibilities to students with SEND by having a strong knowledge of current SEND legislation, including the Code of Practice * Directing SEND strategy, manage personnel, facilitate training, and ensure efficient resource allocation and compliance * Line Management of the SEN Department including Deputy SENDCo, Hub Manager, Admin Assistant, ELSA, and Learning Support Assistants (LSAs)   **Standards and Quality**   * Ensuring effective SEND support through EHCP management, Access Arrangements, intervention oversight, and student passport development, alongside adherence to school policies and external collaboration   **Responsibilities**   * Coordinating SEND supporting, address SEND concerns, liaising with external agencies, managing budgets and transitions, and representing the school at tribunals, while ensuring effective data tracking and collaboration with leaders.   **General Duties**   * Being aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions. Co-operating with the employer on all issues to do with health, safety & welfare * Supporting the school’s implementation of all other current statutory requirements   **Continuing Professional Development – Personal**   * Actively pursuing own personal development and taking full advantage of training provided * Maintaining a professional portfolio of evidence to support the Appraisal process - evaluating and improving own practice * Participating in new initiatives and future changes in service delivery improvements to support the objectives of the school * Undertaking such duties as may be considered appropriate in line with the needs of the school   C**arry out any other duties as required by the Headteacher commensurate with this post.**  **This role requires flexibility to meet operational demands.** |
| **Skills and Experience** | **Essential Criteria**   * **Qualified Teacher Status (QTS):** A recognised teaching qualification with experience in a teaching role * **Strong Knowledge of SEND Legislation:** A thorough understanding of the SEND Code of Practice and current SEND legislation * **Leadership and Collaboration Skills:** Proven ability to lead and inspire a team, including strong interpersonal skills for working with colleagues, parents, and external professionals * **Positive ‘Can-Do’ Attitude:** A proactive approach to supporting students and improving learning outcomes, fostering high achievement and motivation * **Excellent Communication Skills:** Ability to effectively communicate with staff, parents, and external professionals, ensuring seamless collaboration * **Experience in Identifying and Supporting SEND Students:** Proven track record in assessing, identifying, and supporting students with a variety of SEND needs.   **Desirable Criteria**   * **Experience in Specialist Roles:** Experience working with students in specific SEND areas such as Literacy, Speech and Language, or ELSA * **Experience with External Agencies:** Familiarity with working alongside external specialists such as educational psychologists and speech therapists. * **Experience with Access Arrangements:** Knowledge and experience in applying and managing access arrangements for students during assessments, ensuring appropriate accommodations are in place |
| **Qualifications and Training** | **Essential Criteria**   * QTS * National Award in Special Educational Needs Coordination or National Professional Qualification for SENCos (NPQ SENCo) - *Qualification held or pending completion* * Desirable: Access Arrangement Assessor Qualification (Level 7) or to have the ability to complete the qualification |
| **Hours** | Full-time |
| **Salary** | MPS/UPS + TLR 1a (£11,657)  For a UPS3 teacher, this would equate to a salary of £60,741 |
| **Contract** | Permanent |
| **Additional Information** | This job description is not necessarily a comprehensive definition of the post. It sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties and the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. |

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**Further Information**

We are looking to appoint an outstanding middle leader to join our well-established and highly regarded team, where you, as a SENDCo will thrive within an extremely supportive and dynamic environment.

You will have the opportunity to work within a large, collaborative team, including a Deputy SENDCo, Hub Manager, Admin Assistant, and over 25 skilled Learning Support Assistants—many of whom take on specialist responsibilities such as Literacy, Speech and Language, and ELSA.

Are you someone who can inspire and innovate? Do you have a passion for nurturing and developing not only your own skills but also those around you? Are you committed to fostering high achievement and motivation, driving success across the board? Can you optimise learning for every student, ensuring that all have the opportunity to thrive? If your answer to each of these questions is ’yes,’ we would love to hear from you.

You will need to bring a positive ‘can do’ attitude, with a proven ability to identify and support students effectively. A strong knowledge of current SEND legislation, including the Code of Practice, is essential, as well as exceptional interpersonal and leadership skills. Excellent communication skills are key, enabling you to work seamlessly with parents, staff, and external professionals. Additionally, you must hold Qualified Teacher Status (QTS) and be ready to make a significant impact in a collaborative and supportive environment.

In return for your commitment, we can offer:

* A school and a senior leadership team that will allow you to be inspirational, proactive and play an active part in our school improvement
* A supportive and reflective department
* Tailored CPD with a strong commitment on developing individual career paths
* A stimulating, attractive and welcoming learning environment
* An approach which supports and stimulates professional growth

We would be delighted for you to visit us before applying so you can meet the team and discover more about the opportunities that are available. Please contact our recruitment team on 01420 81307 or [recruitment@ameryhill.school](mailto:recruitment@ameryhill.school) to make an appointment to visit our school, or to discuss this further.

Safeguarding

This role will involve contact with children. Amery Hill School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. We follow a strict safer recruitment process and carry out a number of pre-employment checks, including enhanced DBS checks. All applicants are required to declare any criminal convictions, cautions or disciplinary proceedings related to young people and must be willing to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Services. Full details are given on the application form.

Application Process

Please click on the ‘Apply’ button on the vacancy advert on the My New Term portal. A Curriculum Vitae (CV) is not required and will, therefore, not be considered within the short-listing process.

Applications will be considered in the order in which they are received and in instances of high volumes of applications received, we reserve the right to close a vacancy earlier than the advertised date if we receive applications that meet the criteria. Once a vacancy has closed, we are unable to consider further applications, so please submit your application as soon as possible to avoid disappointment.

Amery Hill School is committed to ensuring that the privacy of applicants and employees is protected. The School Privacy Notice sets out how the school uses and protects any personally identifiable information that is collected as part of the recruitment process.

If you have any queries about the recruitment process, please contact our HR Officer, Mrs Percy, at [recruitment@ameryhill.school](mailto:recruitment@ameryhill.school) or on 01420 81307.

Equal Opportunities

Amery Hill School is an equal opportunities employer and welcomes applications from appropriately qualified persons from all backgrounds. We are dedicated to creating and sustaining an environment that values individuality and difference and celebrates the diversity of both staff and students by fostering perseverance, tolerance and integrity. We believe in equal opportunity for everyone, irrespective of age, disability, gender, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sexual orientation or socio-economic background. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience) in selection and recruitment.

Staff Benefits of Working at Amery Hill School

Amery Hill School enjoys a very positive working environment and staff often dedicate their whole careers to the school. We also pride ourselves, however, on developing individuals and moving them on to promoted posts both within and outside the school through a comprehensive Continuing Professional Development programme. Like all education institutions we demand a great deal from those who are employed here but in return we provide a caring atmosphere within which to work. Amery Hill School is committed to promoting high levels of health and wellbeing and recognises the importance of identifying and reducing workplace stressors.

The benefits include:

* Generous employer contributions to both The Teachers’ Pension Plan and to the Hampshire Local Government Pension Plan
* Access to a free and strictly confidential counselling support line and face to face sessions if deemed appropriate for both employees and their immediate family
* Access to free eye tests and to the cost of glasses if, as a result of the examination, it is considered necessary by the optician that glasses be worn for display screen work
* Opportunities for overseas travel during our extensive programme of school visits
* Staff sporting events
* Whole staff social events
* Free tea and coffee available in a large and well-equipped staff room

