



Job Pack

SENCo



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May 2025

Dear Applicant,

I am thrilled that you are considering joining SEARCH Education Trust! We are a dynamic family of schools committed to positively transforming the lives of our students. Our philosophy is simple yet powerful: “stronger together.” By fostering collaboration and innovation, we empower both our students and staff to achieve excellence.

The Search Education Trust is founded upon the importance of providing an excellent education for all our young people so they can live happy, successful lives making a positive difference within the community. Our vision is to grow strong, sustainable, successful school communities which:

- **Stretch** the imaginations of learners and teachers through an inspirational curriculum, and strategies for teaching and learning.
- **Empower** young people to be entrepreneurial and creative leaders of the future
- **Aspire** for young people to discover how they can be the best they can be
- **Reach** out to everyone, celebrate diversity, and leave no one behind
- **Collaborate** to develop a community of shared practice and effective partnerships for school improvement
- **Help** and support our learners, staff and families to have a voice in the community; to be actively involved, happy, safe, resilient and healthy.

These values form the foundation of our SEARCH vision. They define our community and create a space within the education system where schools can collaborate, grow, and flourish together.

Having been part of this incredible Trust for 15 years, I am deeply proud to now lead our group of ever-strengthening and expanding schools. I have seen firsthand the transformative power of our collective efforts and the boundless opportunities we provide for staff and students alike.

When you choose the SEARCH Education Trust, you are choosing to be part of an ambitious, supportive, and evolving community. Here, you will be valued, encouraged, and empowered to develop your unique talents. We are committed to supporting you every step of the way on your journey with us.

We are eager to welcome passionate, dedicated individuals who share our vision and values. Thank you for considering SEARCH Education Trust as your next career move. We look forward to receiving your application and to the possibility of working together to make a lasting impact.

Yours faithfully,

Mrs Elen Roberts
Executive Headteacher
For and on behalf of SEARCH Education Trust

Job description

Post:	Special Educational Needs Coordinator
Grade	Main Scale/UPS TLR1A + SEN Allowance
Responsible to:	Deputy Headteacher
Post Tenable	September 2025

Context: We require a visionary SENCO to work in collaboration with the Head Teacher and SLT to lead, manage and advise on SEND within the school.

The Special Needs Coordinator will be an experienced professional accountable to the Head Teacher and the Governing Body for leading on all aspects of Special Educational Needs.

The successful candidate will be required to:

- lead, manage and advise on inclusion within the school ensuring our stator duties are fulfilled and students are well supported in line with their EHCP/need profile
- work to identify students with special educational needs working closely with the EAL lead and literacy Lead
- contribute to the development of a curriculum that challenges and meets the needs of all our students
- lead and develop the learning of young people in the school through developing inclusive and informed teaching
- develop and maintain excellent relationships with parents and carers to ensure that students are fully supported and able to enjoy and achieve
- innovate and maintain structures to support the success of students within the curriculum, including the development of individual and small group interventions
- liaise with appropriate bodies inside and outside the school that support students – teachers, primary schools, secondary transfer panel, MAP, etc.
- manage transition points for students from primary school and then onto post 16
- manage the Learning Support staff
- Manage the EHCP application and review process
- Lead the internal assessment processes to identify SEND student

Main Responsibilities

The specific nature and balance of these responsibilities will vary according to the needs of the school

Class Teacher Responsibilities

- To carry out the duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document.
- To carry out the duties of a general class teacher as detailed in the school's class teacher job description.
- To be responsible for teaching across key stages.

The internal organisation, management and control of the school:

To contribute to:

- maintaining and developing the ethos, values and overall purposes of the school
- planning and delivering improvement which will translate school aims and policies into actions
- identifying, planning, timetabling, running, staffing and monitoring intervention and small groups, supporting students in need of intervention
- implementing the Equal Opportunities; Safeguarding and Health and Safety policies for all staff and pupils
- the efficient organisation, management and supervision of school routines.

Curriculum Development

To lead:

- in advising on the development of creative and inclusive schemes of work for all subjects
- in identifying the progress of students with Special Educational Needs, and taking appropriate action to support learning
- identifying, running and monitoring interventions to ensure that all students reach their potential and are able to access the curriculum
- the development of policies and practices in to reflect and build upon the genuinely inclusive ethos of the school
- staff training in supporting inclusive teaching.

To contribute to:

- Curriculum planning across all faculties
- The planning and delivery of SEARCH days

Student Care

To support:

- the effective induction of all pupils into the **SEARCH** ethos within the school and to ensure that it is developed and maintained

School Matters: School Code of Conduct/Rewards and Sanctions/Using data to monitor behaviour within the school and creating appropriate interventions

Effort: Use data to monitor effort and ensure that in school life effort is nurtured and rewarded

Achievement: Ensuring that data is used to monitor achievement and that it is rewarded within the house for individuals and groups

Responsibility: Ensure that students take responsibility for their own learning

Citizenship: Develop the whole school community and the role of students within the wider community

High Aspirations: Nurture and develop High Aspirations within the House

- in the development of strategic assemblies within the school that support the ethos of SEARCH and the spiritual and moral development of our students
- the handling of individual pupil disciplinary cases
- work with teachers and other outside agencies to ensure that the needs of the house are met through a structured approach to multi-agency work.

Leadership

- To model excellence
- To be responsible for the development, line management and performance management of staff working within SEN
- To participate in the recruitment and development of teaching and non-teaching staff of the school
- To contribute to good management practice by ensuring positive staff participation, effective communication and the development and delivery of sound procedures to ensure accountability
- To participate in arrangements for the appraisal of the performance of teachers and learning support staff within the team
- To lead on other areas of responsibility where designated by the Head Teacher
- To lead multi-agency work within the SEND arena

Relationships

- To be responsible for fostering positive relationships across the school community
- To advise and assist the Governing Body as required in the exercising of its functions, including attending meetings and making reports
- To help in maintaining and developing effective communications and links with parents and to provide positive responses to concerns and problems regarding their children's education and wellbeing
- To assist liaison with other educational establishments in order to promote the continuity of learning, progression and curriculum developments
- To develop and maintain positive links and relationships with the community, local organisations and employers.

Please note that there is flexibility in the approach to achieving our shared vision for this school and that the above specification is not definitive.

Candidates should have a proven record of:

- success at teaching within the context of secondary education, and knowledge in and expertise about the area of inclusion.

The successful candidate should have:

- a passion for providing opportunities for all students to reach their potential within a genuine community environment
- an inclusive approach to education including those on the autism spectrum
- a commitment to developing both of the school's specialisms, recognising that Heartlands is situated within a community with strong links to the Arts
- the ambition to make Heartlands High School a model of successful inclusive practice

The Governors seek to appoint a strong, experienced and talented leader who is ready to take on a demanding whole school responsibility and who will work hard to take the school forward. A commitment to high standards of achievement and responsible behaviour, as well as an understanding of the needs of students on the autism spectrum, are paramount.

Special Conditions of Service to Note

Governed by the National Agreement on Pay and Conditions of service, supplemented by local conditions as agreed by the governors. The post holder may be required to work outside of normal school hours on occasion (e.g. to attend Parent Days, Consultation Weeks, etc.), with due notice.



Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to disclose such information at the appointed interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application, prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate, the nature of such convictions. The school is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment.

Equal Opportunities

The post holder will be expected to carry out all duties in the context of and in compliance with the school/ Trust Equalities policies.

Date of issue:

Signature of post holder:

Signature of Chair of Governors:

Person specification

	Essential	Desirable
Qualifications		
Educated to degree level or equivalent	✓	
Qualified teacher status	✓	
SENCO qualification or willingness to immediately apply and undertake	✓	
Evidence of continuing professional development		✓
Experience and skills		
Demonstrable experience of improving student outcomes	✓	
Experience of having made a significant contribution to the success of an school through its student outcomes and ethos		✓
Understanding of innovative approaches to teaching and learning	✓	
Understanding of the National Curriculum and OFSTED Framework	✓	
Demonstrable experience of high quality teaching and learning	✓	
Experience as a form tutor and/or pastoral work		✓
Positive effective strategies for behaviour management	✓	
Experience of optimising the attainment and progress of students	✓	
Ability to use data and ICT effectively to assess performance and raise achievement	✓	
Experience of working with children with significant barriers to learning	✓	
Experience of organising subject-based activities		✓
Knowledge and understanding of schools' statutory responsibilities regarding safeguarding and the needs of students with SEND		✓
Well-developed interpersonal and organisational skills and the ability to work collaboratively, leading to the achievement of department aims	✓	
Teaching and Learning		
Outstanding learning secured for students through outstanding teaching and a calm, orderly environment	✓	
Effective, rigorous and sensitive relationships with students that secure positive emotional health and excellent behaviour and attitudes	✓	
Vision and values		
Vision and values aligned with the school's high aspirations and high expectations for children, staff and families	✓	
Willingness to engage with parents in order to encourage their close involvement in the education of their children	✓	
Clear understanding of the ethos and strategies to establish high standards of outcomes and attitudes and behaviour in an area of socioeconomic challenge, and commitment to relentlessly securing those standards		✓
Knowledge of the school Strategic Plan and KPIs and the role to be played by the Computing and Technology department		✓
Resilience and motivation to support the school through day-to-day challenges while maintaining positivity and professionalism	✓	
Ability to lead and inspire all students with a sense of the intrinsic joy of learning and their own ability to succeed	✓	
Rigorous use of data to inform and shape teaching and learning in order to secure outstanding outcomes for all students	✓	
Strong organisational skills	✓	
A deep commitment to the safeguarding and wellbeing of all students	✓	
Relationships with Stakeholders		
Commitment to working with others to secure the best outcomes for children	✓	
Skillful management and understanding of how to secure strong relationships with other school staff, families and other external relationships		✓
Work-Related Personal Qualities		
Demonstrate personal enthusiasm and commitment aimed at making a positive difference to children and young people and raising standards	✓	
Demonstrate personal and professional integrity, including modelling values and vision	✓	
Commitment to support the aims of the Trust	✓	
Flexible and able to manage workload and competing deadlines, prioritising appropriately, using initiative and maintaining good humour	✓	
Evidence of commitment to and understanding of collective responsibility	✓	



Heartlands High School, part of the SEARCH Education Trust, is committed to safeguarding and promoting the welfare of our students and young people. The successful applicant will therefore be required to complete checks in line with the requirements of Keeping Children Safe in Education with regard to DBS and other pre-employment checks.

We encourage applications from all sectors of the community to reflect our diverse student population.



Post:	Special Educational Needs Coordinator
Grade	Main Scale/UPS TLA1A + SEN Allowance
Responsible to:	Deputy Headteacher
Post Tenable	September 2025

We're looking for an ambitious and inspiring SENCo to lead our inclusive, well-resourced, and forward-thinking SEND department. This is a rare opportunity to shape provision in a school deeply committed to staff wellbeing, inclusion, and exceptional outcomes for all students.

At Heartlands, SEND is a strength – not a bolt-on. Over 20% of our students have additional needs, with 5% supported by EHCPs. You'll lead a skilled team including a deputy SENCo, full-time SEND teacher, 13 LSAs, HLTAs, specialist advisors, and a full-time administrator. Our bespoke KS3 and KS4 SEND support department is housed in a dedicated space in the building featuring a sensory room, a catering suite, breakout spaces, and calm zones – all designed to support learning and wellbeing.

We're proud of our culture: collaborative, supportive, and driven by our SEARCH values – School Matters, Effort, Achievement, Character and High Aspirations. Our staff thrive in an environment that balances high standards with high levels of support and professional development.

We offer:

- A positive, inclusive workplace with staff wellbeing at its heart
- A well-resourced, specialist SEND department with direct SLT backing
- Outstanding CPD and career development opportunities
- A vibrant, diverse school community in an oversubscribed school

If you're passionate about transforming lives through inclusive education, we'd love to hear from you. Visits to the school are warmly encouraged.

Please contact the Sophia Butler, PA to SLT, to arrange a visit or discussion with the Headteacher about this role. Sophia.Butler@heartlands.haringey.sch.uk

If you would like to find out more about the position, we would love to talk to you!

Completed application forms must be submitted via [TES](#) by 9am on Wednesday 14th May. Interview date: TBC

NB: Please note that in line with the new Keeping Children Safe in Education updates, an online search will be conducted as part of our due diligence checks on all shortlisted candidates. CV's or incomplete application forms will not be considered. Only those that are shortlisted will be contacted by the school.

Applications may be considered whilst the posts are being advertised. SEARCH Education Trust reserves the right to close adverts earlier than the stated deadline. We advise early applications are submitted.

