



The Abbey

Whole School SENDCo

(Starting September 2025)

Candidate Information



The Abbey

Welcome from the Head

Will le Fleming



Click on Will's photo to find a Welcome
from the Head video.





The Abbey

Leading with Confidence
Learning with Purpose
Living with Joy

Job overview

The Special Educational Needs and Disabilities Coordinator (SENDCo) works closely with senior colleagues to ensure high-quality whole school provision for students with SEND and support for their teachers. The SENDCo is an experienced teacher with a passion for supporting students with varying needs and an unwavering commitment to equal access to education for all.

The SENDCo works directly with teaching staff, including colleagues working on specialist support and provision, and liaises with the leadership teams at Junior and Senior Schools to ensure students and families have the level of support appropriate to their needs.





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Key responsibilities

- Plan and prepare lessons and homework.
- Develop and oversee the implementation of the school's SEND strategy and policy.
- Develop and ensure high-quality provision of support for students with special educational needs of all types.
- Direct and manage Teaching Assistants at the Junior School to support SEND provision.
- Offer one-to-one, small group and in-class support of students with SEND.
- Carry out assessments of students with SEND to identify needs.
- Work with teachers, form tutors, JLT, SLT, parents and outside agencies to develop, implement and monitor individual support/learning plans.
- Make referrals and liaise with professionals outside the school (to include psychologists, health and social care providers, speech and language therapists, occupational therapists).
- Provide regular updates on student progress through written reports and meetings with parents.
- Liaise with the Examinations and Academic Processes Manager to identify and apply for all appropriate concessions.
- Provide advice, guidance, and training to classroom teachers on supporting students with SEND.
- Support teachers to develop and differentiate schemes of work and learning programmes for students with SEND.
- Support teachers to develop and implement effective teaching and behaviour management approaches in the classroom.
- Manage and advise on the school budget and resources for SEND provision.
- Develop and maintain systems for keeping student records, ensuring information is accurate and up to date.
- Deliver professional development training through INSET and Learning Innovation Group meetings.
- Work closely with staff delivering EAL programmes through the school.
- Analyse school, local, and national data and develop appropriate strategies and interventions.
- Work with teachers and support staff to improve student progress and attainment, as well as personal development.
- Keep up to date with national and local policies related to SEND and cascade information to colleagues.
- Support the transition of Junior School students into U11 (Year 7).
- Maintain accurate record-keeping of provision and impact.
- Supply data as required for census, inspection, and other regulatory requirements.
- Meet with families in order to discuss and agree strategies to best support students with SEND.



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Candidate requirements

Person specification

- Outstanding classroom practice and demonstrable interest in and knowledge of SEND.
- Forms excellent relationships with colleagues and students.
- Displays supportive empathy for students.
- Warm, approachable, diplomatic and flexible.
- Able to prioritise effectively.
- Works collaboratively with colleagues and families.
- Has good attention to detail and organisational skills.
- Demonstrating and exemplifying the School's key purpose, to equip students to live with confidence, purpose and joy, and the School values of courage, honesty, and kindness.
- Exemplary pastoral and safeguarding practice.

Qualifications

- Honours degree; teaching qualification preferred. Desirable not essential.
- A relevant assessment qualification is desirable; the willingness to seek such a qualification is essential.



About The Abbey



Staff and governance

The Abbey School has over 1,000 students on roll with over 700 in the Senior School. The School has a workforce of approx. 300 Teaching and Support Staff.

Values

Our values are courage, honesty, and kindness. We champion them every day; we are informed and tested by the positive tension that exists between them; and we seek to examine all our actions and choices in their light.

Purpose

Working in partnership with families, we support each individual student to expand their horizons, discover their passions and fulfil their potential.

We offer academic excellence, extra-curricular opportunity and pastoral assurance within an environment prioritising kindness and fellowship.

Our objective over 130 years of leadership, innovation and reform has been to provide a liberal, practical and general education. That remains true today:

- Liberal in thought, tolerance, and generosity
- Practical in preparing students to face a changing world on their own terms, excited by opportunity, resolute towards uncertainty and committed to leadership and service
- General in the remarkable breadth and range of experience and encouragement to participate



Reading town

The Abbey's town centre location places us at the heart of a thriving, busy and diverse community, whilst our extensive coach network helps provide accessibility from locations across Oxfordshire and Berkshire for both Junior and Senior girls.

As one of the most vibrant towns in the UK, with a focus on technology and innovation industries, Reading offers wonderful opportunities, from the glories of the Chilterns and the Thames, and beautiful parks, to outstanding shopping and a constantly evolving restaurant scene.

Getting to The Abbey

By Car - ten mins from the M4, Junction 10 or 11

By Bus - The Abbey is served by the no. 21 bus which stops outside of the school

By Train - 10 minute walk from Reading Train Station





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Package

This role is a full time permanent position starting September 2025.

Salary

Competitive salary reflecting qualifications and experience and an excellent benefits package

Pension

All eligible teaching staff will be automatically enrolled into the School's defined contribution pension scheme, Aviva APTIS. The School will contribute 15%; a % of this may be used as flexible pay as per the employee's instruction. Comprehensive life cover and ill health capacity insurance is also available to all teaching staff

Location

**The Abbey Senior School
Kendrick Road,
Reading, RG1 5DZ**



Abbey life & benefits



Dining



Electric Vehicle Leasing Scheme



Free Parking



Cycle Scheme



Sports Facilities



Employee Assistance Programme (EAP)



Pension



Income Protection



Family Friendly Policies



Concessions and Discounts



Private Healthcare Scheme



Interest Free Season Ticket Loan



Professional Development



Staff Accommodation



IT equipment and resources



Application

Candidates will be invited to attend a formal interview and have a tour of the school from 27 March 2025 onwards. Applications will be dealt with as we receive them. We reserve the right to close the application process early if a suitable candidate becomes available. We therefore actively encourage early applications.

Closing date

**24 March 2025 at
9.00am**

Application Form

[Click here to download
the application form](#)



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Terms and conditions

Diversity and inclusion

The Abbey is passionately committed to promoting and supporting a diverse and inclusive community of staff and students. We seek to offer fair and inclusive interview and employment policies and arrangements that avoid bias and support all applicants and staff equally.

Safeguarding

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Health and safety – it is a duty of employees:

- To be familiar with, and conform to, the School's Health and Safety Policy and procedures
- To take reasonable care of themselves and other persons who may be affected by their acts or omissions at work
- To cooperate with employers in order to ensure that employers' duties can be performed and complied with
- To report all accidents and damage immediately
- To report all observed hazards or dangerous occurrences immediately
- Neither intentionally nor recklessly to interfere with any equipment provided

Security

All employees are required to remain vigilant on the School premises and to report any security issues to the Head of Finance and Resources immediately.

Terms of employment

Under current legislation, the School is required to advise applicants that this appointment will be subject to a satisfactory enhanced criminal record check by the Disclosure and Barring Service.

Details of any criminal record (spent or unspent, due to exemption from the Rehabilitation of Offenders Act 1974) must be disclosed at interview. Only relevant convictions and other information will be considered, so disclosure need not necessarily be a bar to obtaining a position at this School.