



Wakefield Grammar
School Foundation

YOU'LL LIKE THE WAY WE

WORK TOGETHER



SENDCO
Information for
Candidates

March 2025

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For further information about the Foundation please visit the website at www.wgsf.org.uk



An Introduction

Wakefield Grammar School Foundation is one of the country's leading families of single-sex independent day schools. Girls and boys join the Foundation from age 3 at Wakefield Grammar Preparatory School, and then from age 7 at either Wakefield Girls' High School or Queen Elizabeth Grammar School (QEGS) for boys.

All three schools are conveniently located together with easy access to the West Yorkshire motorway network and within walking distance of Wakefield city centre. Wakefield Westgate train station is a short 10 minute walk from the schools with regular services from Leeds, Doncaster, Sheffield, Huddersfield and London. Additionally, there are dedicated school bus services from Barnsley, Huddersfield, Pontefract and the east of Leeds.

In total the Foundation has around 1,600 pupils and around 400 employees covering both teaching and support staff. Each school in the Foundation is individual with its own Head and Senior Leadership Team, and governance comes from a single governing body comprising of 19 Governors with a broad range of skills and experience. The Governing board provides robust and conservative governance through a well established committee structure. Total income for the Foundation is around £24m annually, making the Foundation one of the largest groups of independent schools in the region.

The Foundation's Aim

The Foundation has a vision of enabling long lasting contributions to society through a shared joy for learning.

The Foundation is committed to providing education in a supportive, engaging and inclusive environment that inspires individuals to develop their abilities, strengthen their character and fulfil their potential.

The schools will maximise the potential and educational opportunity for all those with the academic ability to access the curriculum by encouraging the pursuit of excellence, providing high quality teaching, outstanding pastoral care and an extensive range of co-curricular activities. They will embrace as wide a cross section of the community as possible and support students irrespective of their social or economic background.

At Wakefield Grammar School Foundation we know diversity fosters creativity and innovation. We are committed to quality of opportunity, to being fair and inclusive, and to being a place where all belong.



The Role

WGSF is seeking to appoint a SENDCo to lead and manage a highly professional and committed team of staff. The role will focus on the Senior section of school with some occasional overlap and communication with our current SENDCo that leads the Preparatory section. This is an exciting opportunity for an enthusiastic and innovative practitioner experienced in additional support for SEND students from the age of 11-18.

The successful applicant will lead and manage a department of Learning Acceleration Base teachers across all the Foundation's schools (The Foundation is transitioning to become one school with effect from September 2026.)

WGSF is committed to the principle of inclusive learning across our whole curriculum and for all pupils. The successful candidates will have a crucial role. They will work with both academic and pastoral staff, and any other relevant members of the team, to raise awareness of this principle and advise and inform colleagues on how we might best ensure this provision for all of our students in response to any of their particular learning needs.

Further details and an application form can be obtained from the recruitment section of our website www.wgsf.org.uk/employment-opportunities/ or by emailing the HR Department at hr@wgsf.net



Job Description

Reporting to: Director of Teaching & Learning and Head of Prep

Job Purpose

The roles will involve the strategic coordination of the provision for students in the senior school with Special Educational Needs, Disabilities, and English as an Additional Language, with a wider remit of improving Learning outcomes for all pupils.

The successful candidate will provide leadership and assume line management responsibility (in conjunction with the SENDCo- Preparatory) for the Learning Acceleration Base team across the Foundation's schools.

The SENDCo will work together with our current SENDCo (Preparatory), with this team and others to secure the achievement of the Foundation's strategic priorities, principally focused on securing high quality teaching and learning, student outcomes and progression. Although there is a Senior focus for this role, there is an expectation that both SENDCo's will be able to strategically plan and manage case loads across the Foundation and support staff and pupils in either section of the school.

This role will require the SENDCo to:

- Provide a lead for the management and co-ordination of efficient procedures relating to an effective assessment system of screening, individual diagnostic tests, support, intervention;
- Liaise with parents and outside agencies;
- Line manage all Learning Acceleration Base teachers and ensures that staff are appropriately based in the schools;
- Liaise regularly with key stakeholders across The Foundation including all the Learning Acceleration Base teachers, Directors of Pupils, Directors of Curriculum, School Counsellors, Nurses, Academic senior leaders, Examinations Officer, Teaching Assistants and teaching colleagues;
- Lead in the strategic direction of each school's Special Educational Needs and Disability (SEND) and Inclusion Policy, taking into account the SEN Code of Practice;
- Oversee the SEND policy and the coordination of educational support and special needs activities; the aim of which is to increase staff awareness of SEND issues and to maximise pupil achievement;
- Ensure learning opportunities for SEND, disabled and EAL students are excellent;
- Participate in arrangements for the appointment, induction, probation, promotion, appraisal and lesson observation of staff within your department;
- Manage the performance of the staff in your department and jointly lead on performance management for Teaching Assistants;
- Lead on assessing the SEND needs of students in accordance with current Joint Council for Qualifications (JCQ) regulations;
- Work with the Heads and Governors to ensure The Foundation meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements;
- Liaise with partner school SENCOs, student applicants and their parents about transition and ongoing support arrangements;
- Manage the provision of advice for students with SEND needs and their parents.

Policy/Strategic direction and development

- Contribute to whole school policy-making and strategic planning as required by the Heads.
- Prepare, monitor and update annual departmental plans in consultation with colleagues.
- Be responsible for ensuring changes in legislation and current research are reflected in the school's SEND/EAL policies / provision and guidance to Heads of Department and teaching staff.
- Provide regular information to the Heads on the evaluation of the SEND and Inclusion Policy/provision and make recommendations for future developments.
- Advise that all SEND files are ready for JCQ inspection.
- Lead the Learning Acceleration Base and be able to communicate about provision during ISI inspections.

Main Duties & Responsibilities incl the leadership and management of others

- Organise and oversee screening and assessment procedures (undertaken by external individuals engaged for this purpose); collect and interpret specialist assessment data for SEND students to inform practice and keep records of all assessments. Medical exemptions and applications for +50% extra time to also be processed by the successful candidate.
- Undertake/arrange for appropriate pre-GCSE assessments to establish if SEND students are eligible for extra time and access arrangements or additional provision.
- Promote a positive profile of the Learning Acceleration Base.
- Complete and process the applications for Access Arrangements.
- To liaise with the Exams Officers and WGSF SIMS Data and Development Manager, as appropriate.
- Ensure that the timetable is organised and deploy teachers appropriately in your department, and Teaching Assistants across the Foundation (in conjunction with the Director of Teaching & Learning and Head of Prep) and liaising with Heads of Department and Pastoral staff as necessary.
- Manage the communications with any external bodies and annual reviews relating to pupil applicants with EHCPs.

Teaching & Learning

- Promote excellence in Learning Acceleration Base to ensure all students develop their potential and are equipped for life beyond school.
- Monitor students' work and classroom practice to ensure Learning Acceleration Base provision and practice is being successfully implemented, *if appropriate and there is time*.
- Keep up to date with developments in all educational research to ensure that best practice is adopted.
- Oversee screening and assessment procedures; collect and interpret specialist assessment data for SEND students to inform practice.
- Work with the Heads, Academic Senior Leaders and Learning Acceleration Base to oversee the development of effective ways of bridging barriers to learning through:
 - Assessment of needs
 - Monitoring of teaching quality and pupil achievement
 - Target setting e.g. IEPs or their equivalent
 - Developing a recording system for progress.
- Work with the Heads, senior leaders, teachers, HOYs and HoDs to ensure all students' learning is of equal importance and that there are realistic expectations of students.
- Consider the range of teaching strategies / equipment that could be utilised for SEND / EAL / disabled students and ensure the most effective are employed.
- Support the identification and dissemination of the most effective teaching approaches for SEND / EAL / disabled students.

- Undertake day to day coordination of SEND students' provisions through close liaison with staff, including, parents and external agencies and deliver targeted intervention for identified individuals/groups.
- In liaison with SLT undertake regular review of diagnostic tools and procedures used for key assessments, to ensure that these do not directly disadvantage students with identified needs.
- In liaison with the Head and SLT, monitor and evaluate the success of the school's systems for identifying and meeting SEND students' needs.
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- Quality assure and monitor the effectiveness of support arrangements for students with SEND.
- Take part in case conferences/reviews and meet with relevant agencies when needed.
- Be able to represent team issues to other audiences such as the Leadership Team, Governors, parents, students.
- Care for others through the applications of Health & Safety procedures and ensuring equal opportunities for all staff.
- Organise effective departmental meetings and ensure that minutes are taken.

Extra-curricular activities

- Actively promote interest in the subject outside the immediate physical and timetabled confines of the department.

Communications / Marketing and external links, including public occasions

- Ensure communication of individual pupil assessment, effective teaching strategies and pupil progress to all appropriate staff and parents as required.
- Contribute to the positive promotion and marketing of the school in the local and wider community.
- Actively contribute to marketing events and external links.
- Act as a point of reference/contact point with regard to national regulations on arrangements for students with special needs in external tests/examinations, and ensure that the requisite information (Form 8s etc.) is passed on to the Examinations Officer to ensure that appropriate access arrangements are put in place.
- In consultation with the SLT maintain a directory of appropriate 'specialists' and outside agencies, able to provide local support, and liaise with these agencies effectively as appropriate.
- In consultation with the Head and SLT maintain a directory of appropriate 'specialists' and outside agencies, able to provide local support, and liaise with these agencies effectively as appropriate.
- Attend local SEND forums to engage in support and network with other professionals.

Management of resources

- Identify future resourcing needs and aspirations for the department for consideration in the school budget planning process and discuss with the Academic senior leaders.
- Ensure that all resources are fit for purpose and used in accordance with H&S guidelines.

Training & development of self and others

- Be proactive in identifying training needs within the school, ensuring they are appropriately met.
- Advise on and contribute to the professional development of staff, including whole school INSET provision, as necessary.

General

- To be aware of and understand the role that all staff have in relation to the safeguarding of pupils and to comply with policies and procedures relating to Safeguarding and Child Protection, reporting all concerns to the Designated Safeguarding Lead
- To comply with policies and procedures relating to health and safety, security, confidentiality and data protection/GDPR, reporting all concerns to the appropriate person
- Contribute to the overall ethos of Wakefield Grammar School Foundation
- Attend relevant staff meetings or other meetings as required
- Attend staff training, staff meetings and additional events, e.g. parents evening; as required (including where these may fall on non-contracted days)
- Any other duties that may be reasonably required within the grade and scope of the role

The SENDCo will be required to safeguard and promote the welfare of children and young people, and follow school 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 SENDCo will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Executive Head or Head of Prep.

Person Specification

The following person specification indicates areas of qualification and training, experience, knowledge and understanding, skills, behaviours and additional requirements. All are essential. These will all be measured by application form, interview or certification

Qualifications

- An excellent standard of education and IT skills
- A minimum of a degree
- National Award for SEN Coordination (NASENCO)

Experience

- Proven experience working as a SENDCo in a senior school setting
- Ability to work with SIMS and Microsoft Office and Google
- Ability to accurately input, manage and analyse data
- Ability to support a range of staff and provide opportunities for training
- Ability to write external agency referrals
- Ability to write Educational Health Care plan referrals

Knowledge

- In depth knowledge, understanding and experience of JCQ regulations and standards
- In depth knowledge, understanding and experience of working with Firefly
- Knowledge of methods used for student testing

Skills and Attributes

- Highly organised
- Strong problem solving and critical analysis skills
- The ability to effectively prioritise work to meet tight deadlines.
- Excellent written and verbal communication skills
- Ability to respond to flexible demands
- Ability to work on own initiative
- Willingness to undertake further training
- A high level of interpersonal skills
- Dependable, trustworthy and able to meet deadlines
- Ability to plan and prioritise work to ensure key targets are met whilst maintaining a high standard of work and accuracy.
- Demonstration of integrity

Terms of Appointment

Contract

This position is a Permanent position

Appointment date

Summer term 2025/September 2025 depending on successful candidates notice period

Hours of work

Full time, Monday to Friday/Term time

Salary

(LS Band 8) £61,421.00 pa

Pension Scheme

Wakefield Grammar School Foundation provides access to the L&G Mastertrust Pension Scheme. You will automatically be enrolled into the Mastertrust Pension Scheme on commencement of employment. Employer contributions are 20% plus a benefits package that includes life assurance and income protection

Safeguarding Checks

WGSF is committed to safeguarding and promoting the welfare of children and young people.

Pre-Employment Checks

An offer of employment is subject to the receipt of 2 references considered satisfactory to WGSF; a satisfactory DBS (Disclosure and Barring service) check; evidence of eligibility to work in the UK; Prohibition from Management check (If applicable); relevant qualifications and a satisfactory health questionnaire.

Parking

Free on site car parking

Lunches

Subsidised school lunches (term time only).

Other Benefits

- Access to our free 24 hour Employee Assistance Programme
- Cycle Scheme
- Discounted Shopping
- Health Cash Plan
- Eldercare Concierge
- Use of free on site gym facilities
- Family Friendly policies
- Access to an extensive CPD program and opportunities across The Wakefield Grammar School Foundation
- A dedicated, well qualified and experienced teaching team, SLT and middle leaders
- A board of Governors who are passionate about the school and bring a wide range of expertise
- A School with Strong community Links and a supportive parent body

Fee Remission

Foundation staff are eligible for a discount on the fees in respect of their children attending Foundation schools (subject to Foundation policy). Fee Remission is pro-rata for part time/term time employees.

How to apply

Further details and an application form can be obtained from our website www.wgsf.org.uk or by contacting the HR department at hr@wgsf.net.

The closing date for applications is 9.00 am Tuesday 25 March 2025

Interviews will be held week commencing 31 March 2025

