



SHERBORNE SCHOOLS GROUP

Sherborne Schools Group (SSG) is a dynamic family of schools offering an exceptional education for girls and boys aged 3–19, across both day and boarding provision. Formed in 2024 through the merger of Sherborne Girls and Sherborne Boys, the Group now comprises Sherborne Girls, Sherborne Boys, Sherborne Prep, Hanford Prep, Sherborne International, and a number of trading companies. Together, these schools provide a rich and cohesive educational journey within the beautiful town of Sherborne and surrounding Dorset countryside.

Each school retains its distinctive identity, traditions, and community spirit, while also benefiting from the opportunities and resources of being part of a larger group. Today, SSG educates 1,280 pupils in the UK, supported by a dedicated team of staff. Our international reach continues to expand through Sherborne Schools Worldwide, with six schools established across Qatar and Jeddah, and a new school opening in Riyadh in 2026.

At the heart of SSG lies *The Sherborne Difference*: our commitment to transformative education that blends academic excellence with character development, wellbeing, and innovation. Through this, we prepare our pupils not only to succeed, but to lead, inspire, and make a positive impact in an ever-changing world.

Sherborne Boys is a full-boarding and day school for boys aged 13–18. Combining over 500 years of heritage with modern excellence, the school cultivates confident and compassionate young men. Pupils follow a broad curriculum including GCSEs, A Levels, and BTECs, supported by an extensive co-curricular programme.

Sherborne Girls is a full-boarding and day school for girls aged 11–18. It offers an empowering education that nurtures ambition, self-belief, and a strong sense of individuality. The curriculum spans GCSEs, A Levels, and BTECs, complemented by wide-ranging opportunities for personal growth, creativity, and co-curricular engagement.

Sherborne Prep is a co-educational day and boarding school for children aged 3–13. The school provides a warm and nurturing environment where curiosity, confidence, and foundational skills are developed for life, ensuring pupils are well prepared for the next stage of their education.

Hanford Prep is a day and boarding school for girls aged 7–13, set in the Dorset countryside. It offers a rural haven where girls can explore, grow, and build resilience in a joyful, character-rich setting, while achieving impressive results both in and beyond the classroom.

Sherborne International is a co-educational short-term boarding school for pupils aged 8–17. It specialises in English language teaching, subject support, revision, and preparation for UK schools, providing an engaging and supportive environment where pupils can quickly develop confidence and academic skills.

Sherborne Schools Group Recruitment and Selection Policy Statement

Sherborne Schools Group is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants for this post must be willing to undergo child protection screening, including reference checks with previous employers and a criminal record check with the Disclosure and Barring Service.

Education that transforms. Futures that inspire.

Rooted in tradition, driven by innovation, and united by purpose, we offer a distinctive model of transformative education that blends academic excellence with character, wellbeing, confidence, and real-world readiness. As pioneers of the Separate Yet Together approach, we combine the strengths of single-sex schooling with the richness of meaningful co-educational collaboration - an evolving model that sets us apart.

We are proud to be a bold, future-facing community of schools that personalises learning, builds values, and equips every pupil to thrive - and to lead - in a changing world.

At [Sherborne Schools Group](#), we believe education should do more than prepare young people for the future - it should empower them to shape it.

JOB DESCRIPTION

Group SENDCO

The postholder will be an experienced and visionary Group SENDCO ready to lead and develop Learning Support across The Sherborne School Group. This dual-site role requires strategic oversight, operational leadership, and a deep commitment to inclusive education. The post would suit someone with or without a teaching background providing they are an experienced educationalist.

The successful candidate will:

- Develop and deliver unified SEND strategy while respecting the distinct cultures of each school.
- Lead and line-manage Learning Support teams on both sites.
- Ensure that every pupil with additional needs receives tailored, high-quality support academically, socially, and personally.
- Serve as a key member of the academic leadership teams, advising on whole-school development plans and contributing to policy, compliance, and best practice.
- Potentially teach up to 0.2 of a timetable
- Potentially Tutor a group of between 8 and 10 pupils

Location: This is a dual-site role across two senior boarding schools:

- **Sherborne Girls:** Ages 11–18, ~470 pupils
- **Sherborne Boys:** Ages 13–18, ~550 pupils

there is the scope to develop the role to include the Sherborne Schools Group prep schools in due course.

Reporting to: Deputy Head Academic at Sherborne Boys and Sherborne Girls

Hours of Work: This is a full-time role.

Core Responsibilities

Strategic Leadership

- Develop and implement a Group-wide SEND strategy aligned with each school's culture and pupil profile.
- Advise senior leadership on SEND, contributing to school self-evaluation, inspection readiness, and development planning.
- Ensure statutory compliance with the SEND Code of Practice, Equality Act 2010, JCQ regulations, and other relevant legislation. Keep up to date with educational trends, SEND research, and emerging best practice.

Department & Team Leadership

- Lead, mentor, and manage Learning Support staff across both schools, including Deputy SENDCOs and assessors.
- Oversee recruitment, performance management, and professional development of the LS teams.
- Allocate resources effectively across sites, including budget management.
- Develop departmental plans, handbooks, and timetables to ensure efficient delivery of SEND support.

Examinations and assessment

- Liaise closely with the Examinations Officers at both sites to ensure that all students with EAAs are accommodated.
- Manage liaison with and assessments from external specialists and communicate outcomes and recommendations to parents.
- Maintain records / evidence in support of EAA applications for each pupil, including updating information held in iSAMS.
- Ensure compliance with JCQ regulation and annual inspection.
- Oversee invigilation arrangements for pupils taking public examinations in the Learning Support department; ensure that all invigilation complies with JCQ regulations and that staff are appropriately trained (e.g. as scribes or readers).

Liaison with parents, staff and external agencies

- Participate in meetings and case conferences to discuss individual pupil needs and develop appropriate support plans.
- Collaborate with external specialists and agencies involved in supporting pupils with SEND.
- Attend Admissions events to ensure Learning Support is well represented.
- Communicate regularly with SENCOs from Prep and Feeder schools.

Pupil Support & Case Management

- Oversee identification, assessment, and support for pupils with SEND, including EHCPs and access arrangements.
- Maintain records, track progress, and evaluate the impact of interventions.

- Coordinate external specialists (e.g., educational psychologists, therapists) and manage liaison with parents, staff, and admissions.
- Ensure smooth transitions for pupils joining, leaving, or moving between schools.

Teaching & Curriculum Support

- Provide small-group or individual interventions as required.
- Support and coach teaching staff in Quality First Teaching, differentiation, and inclusive practices.
- Conduct learning walks, lesson observations, and audits to improve practice and share expertise.
- Monitor and advise on pupil access to the full curriculum, facilities, and co-curricular activities.

Operations & Compliance

- Oversee back-office SEND systems to reduce administrative burden on class-facing staff.
- Ensure accurate records in school databases (e.g., iSAMS) for SEND provision and examinations.
- Coordinate access arrangements for internal and public exams, complying with JCQ regulations.
- Report regularly to governors, leadership teams, and parents on SEND provision and pupil outcomes.

Other responsibilities

- Undertake any other reasonable duties as required including providing support across Sherborne Schools Group schools as necessary.
- Contribute to the wider life of the Group, including events, initiatives, or projects that enhance collaboration between schools.
- Be flexible in place of work and undertake duties at other Group schools or sites where required, in order to meet operational or strategic needs.
- Promote and uphold the values and ethos of Sherborne Schools Group in all professional activities, ensuring consistency across the community.

Duties - this is not intended to be a comprehensive list of the tasks that will be covered, and other tasks will be undertaken at the direction of the Deputy Head Academics.

Person Specification

	Essential	Desirable
Qualifications and Experience	<ul style="list-style-type: none"> • Qualified Teacher Status (QTS) and SENDCO qualification (e.g., NASENCO). • Proven experience in SEND leadership, ideally in senior or boarding school settings. • Strong understanding of SEND legislation, Code of Practice, and best practice. 	<ul style="list-style-type: none"> • Experience in single-sex, boarding, and multi-site school environments. • Knowledge of assistive technologies and digital learning tools. • Level 7 or equivalent SpLD qualification. • Experience liaising with external agencies for assessments and specialist support.

Skills and Abilities	<ul style="list-style-type: none"> • Exceptional interpersonal, leadership, and communication skills. • Ability to inspire, coach, and manage staff across multiple sites. 	
Personal Attributes	<ul style="list-style-type: none"> • Commitment to safeguarding and promoting pupil welfare. • Has a commitment to personal and professional development 	

Training Requirement for the Group SENDCO– this list is not exhaustive, and the post holder may be required to undertake other training as required by the School.

Training	To be completed by	Frequency of training
Safeguarding (Child Protection) and Prevent Training	Within the first week of employment	As required
Induction training with Line Manager	Within the first week of employment	
GDPR	Within the first week of employment	As required
Display Screen Equipment (DSE) User	Within the first week of employment	As required
Fire Awareness	Within the first week of employment	As required
Manual Handling	Within the first week of employment	As required
Emergency First Aid at Work Training	Within the first term of employment	As required

Salary: Competitive salary dependent on experience and qualifications. Salary paid monthly in arrears direct into nominated bank account.

Probationary Period: In accordance with School policy, all appointments are subject to a two-term probationary period.

Medical Self Declaration: The offer of appointment at Sherborne Schools Group will be conditional upon the provision of a self-declaration of your physical and mental fitness to discharge the responsibilities of the role.

DBS Disclosure (Police Check)/ References: As Sherborne Schools Group is registered to ask ‘exempted questions’ under the Rehabilitation of Offenders Act 1974, successful applicants will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final

warnings; further details are available upon request. This post is also subject to receipt of two satisfactory written references, one of which must be your current/last employer.

Postholder's Responsibility: You share with all staff the responsibility to promote and safeguard the welfare of children and young people for whom you are responsible, or with whom you come into contact. In doing so, you are expected at all times to adhere to and ensure compliance with the School's Child Protection Policy Statement. If you become aware of any actual or potential risks to the safety or welfare of children in the School, you must report any concerns to the School's Designated Safeguarding Lead (Child Protection Officers).

Benefits:

- HOD/leadership allowance and teaching commitment approx. 20–30% timetable
- Professional development and leadership training opportunities
- Access to boarding school community life, facilities, and pastoral networks
- Fee remission opportunities
- Generous School Sick Pay scheme
- Reduced membership of a designated Sports Centre
- Membership of the School library
- Free onsite parking
- Lunchtime meal, during School term time for staff working a full day
- Employee Assistance Programme offering free counselling / legal / medical support

We are proud to offer a thoughtful package of employee benefits designed to support your wellbeing, both in and out of work. While we aim to maintain these benefits, they are not contractual and may be reviewed and updated from time to time to reflect the evolving needs of our people and our Group.

Method of Application:

To apply via TES, please submit the online application form, available via the 'Quick Apply' button, by the closing date - please do not send in a curriculum vitae as we are unable to use them when short listing.

Closing date for applications: 09:00 Friday 21 November 2025

Interviews will take place in the week commencing 01 December 2025

Start Date: September 2026. However, an earlier start date could be available.