



Dunottar School



Working at Dunottar

ASSISTANT SENDCO

For September 2026



Welcome to Dunottar School

Dunottar is a vibrant, co-educational independent secondary school in Reigate, Surrey. We have 460 pupils across years 7-13 (ages 11-18) and are part of United Learning's family of schools. We are also entering an exciting phase of growth, having recently been granted permission to expand our roll to 600 students. 2026 is an important milestone in our school's rich history as it marks our Centenary year. At Dunottar our aim is to bring out the best in every pupil, enabling them to be the very best they can be. Pastoral care is at the heart of everything we do, and we pride ourselves on our warm and nurturing, family environment. In addition, we offer an outstanding education to our pupils and, through excellent teaching and high levels of individual support, seek to enable them to achieve added value which is comparable with what is achieved in the top schools in the UK.

We are delighted that you are considering working at Dunottar School. We are a close knit team where every professional's impact and input is valued. As a rapidly developing school, I am looking for staff who pride themselves on the highest possible professional standards, are keen to immerse themselves in school life and who relish the creativity of the opportunity that is provided here.

In return, you will enjoy an exciting and rewarding professional life where you will genuinely feel that you are shaping not just the futures of the children you teach, but the school itself. As part of United Learning's family of schools, your professional development opportunities are second to none. Our staff benefit from the expertise that comes from working with other dedicated teachers and staff from a variety of different schools and contexts; so whatever stage of your career you are at, I am confident that you will continue to learn and develop by becoming part of our team.

Mark Tottman, Headmaster



Our People

We aim to appoint the very best teachers who have a passion and enthusiasm for their subject and, beyond that, for teaching itself, so that pupils at Dunottar are inspired to achieve their very best. Enjoying the opportunity of teaching children with a range of academic abilities, our staff feel that their vocation is in enabling every child to gain the best possible outcomes. Success is not measured in raw results, but in how much more each child has achieved than might have been expected.

We create a culture where teachers take pride in exchanging ideas and in talking about teaching. Our staff seek out new ideas from each other and from the United Learning network in a quest for continuous improvement, and are able to blend interrogation of data with understanding the needs of their pupils, equipping them to challenge and care for their pupils in equal measure.

Dunottar is a school with a distinctive atmosphere and an exciting and dynamic place to work. Teaching and support staff work collaboratively in an environment where fun and hard work go hand in hand. It is a school where you can have real impact and where there are rewarding career opportunities for motivated, talented individuals.



The Role

We are looking to employ a committed and enthusiastic Assistant SENDCO to work closely with the Learning Support Department, under the direction of the Head of Learning Support/ SENDCO, to meet the needs of pupils with Special Educational Needs and/or Disabilities (SEND) across the school. This is a part-time role, working three days per week. The successful candidate will play a key role in promoting inclusive practice and ensuring that all pupils are able to access the curriculum, make strong progress and thrive academically, socially and emotionally.

The Assistant SENDCO will support the identification, assessment and monitoring of pupils with SEND, working collaboratively with teaching and support staff to implement effective strategies and interventions. They will contribute to the development, review and maintenance of SEND records and provision, and support the department in ensuring that statutory requirements and best practice are consistently met.

This role requires strong communication and interpersonal skills, as it involves working closely with pupils, parents and external professionals. The Assistant SENDCO will help foster positive relationships with families, providing reassurance, guidance and clear communication, while also supporting colleagues through advice, modelling inclusive approaches and contributing to staff training where appropriate.

This is an excellent opportunity for a professional who is passionate about inclusive education and eager to develop their expertise within a supportive and forward-thinking school environment.



Key Responsibilities

- Assist the SENDCO in overseeing SEND provision across the school, ensuring high standards of support and compliance.
- Support the identification, assessment, and monitoring of SEND pupils, using evidence-based approaches.
- Coordinate targeted interventions and track their effectiveness to improve pupil outcomes.
- Work collaboratively with the SENDCO and teaching staff to ensure high-quality adaptive teaching, classroom provision, and reasonable adjustments are consistently implemented.
- Support the writing and reviewing of Learner Profiles and EHCP-related documentation, ensuring accuracy and relevance.
- Collect and analyse data, observations, and feedback to inform diagnostic assessments and intervention planning.
- Liaise effectively with families, external agencies, and services, fostering strong partnerships to support pupil progress.
- Maintain accurate SEND records and contribute to statutory reporting requirements.
- Lead or support staff training, upskilling, and professional development on inclusion, adaptive teaching, and SEND best practice, ensuring staff are confident in meeting diverse learner needs.
- Carry out learning walks and provide constructive feedback to monitor and enhance the quality of SEND provision and classroom practice across departments.
- Contribute to ensuring the school meets all legal and statutory obligations related to SEND provision.
- Promote a culture of inclusion, high expectations, and aspirational outcomes for all learners.
- Deliver teaching, monitoring, and reviewing of SEND interventions in 1:1 or small group settings across Key Stages 3, 4, and 5.
- Support the admissions process for SEND pupils, ensuring smooth transition and appropriate provision.
- Undertake administrative duties related to SEND provision and department management as required.
- Promote the wellbeing, safeguarding and pastoral care of pupils with SEND in line with school policies.
- Commit to helping with extra-curricular activities and curriculum enrichment.

Person Specification

Key Skills and Knowledge

- Secure knowledge of SEND frameworks and legislation, ensuring compliance and effective implementation of statutory requirements.
- Strong commitment to promoting inclusivity and fostering an environment where all pupils can thrive.
- Ability to understand and apply evidence-based approaches for teaching SEND pupils, including targeted interventions to support individual learning needs.
- Demonstrates a clear understanding of executive function and its impact on SEND, applying strategies to enhance pupil outcomes.
- Skilled in effective pupil assessment, using a range of diagnostic tools and techniques to identify needs accurately.
- Proficient in the use of formative and summative assessment to gather evidence and inform teaching and learning strategies.
- Competent in data analysis to monitor progress, identify trends, and inform intervention planning.
- Committed to providing regular, constructive feedback to pupils, supporting academic progress and personal development.

Planning, Teaching and Intervention

- Ensure SEND pupils have clear, achievable goals within lessons and intervention sessions, aligned to their individual needs and Education, Health and Care Plans (EHCPs) where applicable.
- Identify barriers to learning for both SEND and non-SEND pupils and implement appropriate interventions as part of the Assess–Plan–Do–Review cycle.
- Set and maintain high expectations for SEND pupils, both in and outside the classroom, promoting independence and resilience.
- Identify, recommend, and deploy a variety of teaching and intervention strategies to classroom teachers, ensuring approaches are tailored to individual learning profiles and evidence-based best practice.

Person Specification continued

Personal Qualities

- Demonstrates commitment and contribution beyond basic role requirements, consistently striving for excellence.
- Actively supports and promotes the Warrior Learner ethos within all aspects of school life.
- Possesses excellent organisational skills, ensuring tasks are managed effectively and efficiently.
- Exhibits strong time management skills, prioritising workload to meet deadlines.
- Shows dedication to supporting the school as a community, contributing to its values and culture.
- Able to work effectively under pressure, remaining calm and solution-focused.
- Upholds personal and professional integrity in all interactions and decisions.
- Commits to working closely with families as part of a collaborative team around the child, ensuring holistic support.
- Maintains a positive attitude and sense of humour, fostering a supportive and engaging environment.

Essential Qualifications

- A record of excellent academic achievement including a relevant honours degree.
- PGCE/QTS

Desirable Qualifications

- Level 7 or equivalent qualification enabling Access Arrangements Assessment (or willingness to complete.)
- Experience with EHCP processes, annual reviews, multi-agency working, and graduated response leadership.
- Experience in independent school context or similar; familiarity with ISAMS and data dashboards.
- Knowledge of and/or experience of Joint Council for Qualifications regulations and procedures.
- Additional specialist skills (e.g., literacy/numeracy interventions, neurodiversity, counselling/mentoring certificates).



Part of United Learning

Dunottar School is part of United Learning, a large, and growing, group of over 100 schools aiming to offer a life changing education to children and young people across England.

Our schools work as a team and achieve more by sharing than any single school could. Our subject specialists, our group-wide intranet, our own curriculum and our online learning portal all help us share knowledge and resource, helping to simplify work processes and manage workloads for an improved work-life balance.

The Package

- **Salary:** Appropriate point on the United Learning Teaching pay scale.
- **Pension:** TPS or APTIS Pension Scheme.
- **Remission of fees:** For your children at the school (in line with the usual admissions policy) - currently 33%, pro rata for part-time staff.
- Tailored **Continuous Professional Development.**
- **Employee benefits:** A variety of benefits including gym, cycle and car lease schemes; access to an Employee Assistance Programme which provides independent, confidential advice 24 hours a day; money back towards the cost of essential healthcare; a range of discounts, including retail and entertainment discounts via Westfield Health.
- **Dining:** Free school lunch.
- **Sports and leisure:** Use of the swimming pool, the Courtyard Gym and tennis courts (at specific times).
- **Wellbeing:** Staff access to confidential advice, staff social events.

Our Location and Facilities

Dunottar School is based in a handsome Palladian-style mansion set in 15 acres of beautiful grounds, just outside Reigate town centre. In addition to the main Mansion House, the school has modern wings housing classrooms, a university-style Sixth Form Centre with rec room and café. The school has a £4.5m Performing Arts Centre, with music practice rooms and a 500-seat theatre, art and DT studios. Our sport facilities comprise of a 25m indoor swimming pool, a large Sports Hall with 4-lane cricket net system, three floodlit outdoor netball courts and a sports field. Rugby and football fixtures are played at South Park FC and Old Reigatians RFC, where we have use of extensive and well-maintained rugby and football pitches (including a 4G pitch).



Contact Information

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