



QUEEN ELIZABETH'S
WAKEFIELD

YOU'LL LIKE THE WAY WE

WORK TOGETHER



SENDCO

**Information for
Candidates**

September 2026



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For further information about the Foundation please visit the website at <https://wgsf.org.uk/queen-elizabeths/>





QUEEN ELIZABETH'S
WAKEFIELD

Welcome from the Executive Head

In September 2026, the three Schools of the Wakefield Grammar School Foundation are coming together to form Queen Elizabeth's School, a single Co-Educational Diamond model school for pupils aged 3-18. This is an exciting point in our long history.

At Queen Elizabeth's School we believe in the transformative power of an independent education.

Queen Elizabeth's is about developing inspirational learning environments which nurture the distinctive learning needs of boys and girls. It's about encouraging each individual to look outwards as well as inwards as they begin their journey to becoming everything they want to be. It's about building confidence, developing lifelong friendships and providing the foundations for happy, worthwhile and lasting achievement. It's about encouraging hearts and minds and developing a lifelong love of learning. It's about growing each pupil's unique capabilities and instilling a sense that anyone can achieve anything they put their minds to. It's about understanding that enjoying true success in life is not just about academic achievement but developing a keen sense of social responsibility and making a difference in the world.



The success of our School is thanks to the creative, talented and forward-thinking colleagues who work within our teams. We offer a supportive and collaborative environment where your contributions will make a real difference, and enable you to explore career opportunities that offer professional development, competitive benefits, and the chance to be part of something truly special.

I encourage you to take a look at our school's websites for further information, and if you feel you could help our excellent staff team to grow, we look forward to receiving your application.

Richard Brookes

Executive Head



QUEEN ELIZABETH'S
WAKEFIELD

About Queen Elizabeth's

Queen Elizabeth's School, Wakefield is a diamond model school that combines the benefits of single-sex academic focus, historically delivered at Queen Elizabeth Grammar School (QEGS), Wakefield Girls' High School, and Wakefield Grammar Pre-Preparatory School, with the broader experience of co-education.

Passionate teachers deliver extraordinary learning experiences in welcoming, stimulating environments with excellent facilities. The school offers a balanced curriculum, combining traditional and more modern subjects, which successfully prepares pupils to enter the best universities, apprenticeships or the workplace. This excellence in teaching and learning is evidenced by outstanding outcomes at GCSE and A-Level, with the majority of leavers securing entry to their first-choice universities, including Oxbridge and Russell Group.

Queen Elizabeth's complements outstanding academic outcomes with a full range of co-curricular activities for pupils of all ages to take advantage of, including art, sport, and musical and dramatic performance.



The Role

We are currently seeking to recruit a SENDCo to lead and manage a highly professional and committed team of staff. The role will focus on the Senior section of the 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.

Queen Elizabeth's 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 <https://wgsf.org.uk/queen-elizabeths/employment-opportunities/> or by emailing the HR Department at hr@queen-elizabeths.school



Job Description

Reports to: The Director of Teaching and Learning

Job Purpose:

The role 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 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.
- 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 Director of Teaching and Learning.

Person Specification

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

Requirement	Tested on Application, Interview or Test
Experience	
Proven experience working as a SENDCo in a senior school setting	A
Ability to work with SIMS and Microsoft Office and Google	A/I
Ability to accurately input, manage and analyse data	A/I
Ability to support a range of staff and provide opportunities for training	I
Ability to write external agency referrals	I
Ability to write Educational Health Care plan referrals	I
Knowledge	
In depth knowledge, understanding and experience of JCQ regulations and standards	A/I
In depth knowledge, understanding and experience of working with Firefly	A/I
Knowledge of methods used for student testing	A/I
Skills	
Highly organised	A/I
Strong problem solving and critical analysis skills	I
The ability to effectively prioritise work to meet tight deadlines.	I
Excellent written and verbal communication skills	A/I
Ability to work on own initiative	I
A high level of interpersonal skills	I
Qualifications	
An excellent standard of education and IT skills	A
A minimum of a degree	A
National Award for SEN Coordination (NASENCO)	A
Personal Attributes	
Willingness to undertake further training	I
Dependable, trustworthy and able to meet deadlines	I
Ability to plan and prioritise work to ensure key targets are met whilst maintaining a high standard of work and accuracy	I
Demonstration of integrity	I

Safeguarding Children

In accordance with the school's commitment to adhere to the Department for Education's Keeping Children Safe in Education and all other relevant guidance and legislation in respect of safeguarding children, the School Registrar will be required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the school.

Data Protection

During the course of employment, the School Registrar will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 2018 and properly applied to pupil, staff and school business/information.

Terms of Appointment

Contract

This position is a permanent. The appointment is subject to the satisfactory completion of a probationary period of 6 months.

Appointment date

As soon as possible.

Hours of work

Full Time 1.0 FTE

Salary

MPS/UPS plus Responsibility Allowance (£12,420)

Pension Scheme

Teaching staff will be offered membership of a defined contribution scheme with L&G, with employer contributions of 20% and a benefits package that includes life assurance and income protection

Safeguarding Checks

QES 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.

Lunches

Free school lunches (term time only).

Other Benefits

- Access to our free 24 hour Employee Assistance Programme
- Cycle Scheme
- Simply Health (Cash back hospital plan)
- Use of free on site gym facilities
- Family Friendly policies
- Access to an extensive CPD program and opportunities across the School
- 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

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

How to apply

The closing date for applications is midnight on 20 September 2026

Interviews will be held week commencing 28 September 2026

Further details and an application form can be obtained from our website

<https://wgsf.org.uk/queen-elizabeths/employment-opportunities/> or by contacting the HR department at hr@queen-elizabeths.school

