



TEDDINGTON SCHOOL

SENDCo

Application pack



Welcome to TEDDINGTON SCHOOL

It is a privilege to lead Teddington School—an inclusive and thriving community for students aged 11–18, with an oversubscribed and successful Sixth Form. Located in the heart of Teddington, we are a mixed comprehensive school committed to delivering an excellent education that prepares young people to succeed in a fast-changing world. We believe every student deserves an excellent education—one that combines academic rigour with a broad and enriching curriculum. Our modern, welcoming campus provides the ideal setting for students to grow into confident, compassionate individuals with ambition and purpose.

Our ethos is built on inclusion, where every student feels valued and supported. We provide opportunity through a wide range of curricular and extracurricular experiences, helping students to explore their interests and develop their talents. We strive for excellence in all aspects of school life, ensuring that every student makes strong progress and leaves us as a well-rounded, future-ready global citizen.

Our dedicated staff bring energy, creativity, and a commitment to high standards, creating a respectful and purposeful learning environment where all students can thrive.

As part of Bourne Education Trust (BET), Teddington School benefits from being a member of a successful multi-academy trust. BET's strapline 'Transforming schools... changing lives' reflects our shared commitment that all children, regardless of context or background, deserve a great education. We are passionate about developing sustainable and ethical environments, promoting social justice and maintaining the highest standards in our behaviours and values. Digital education is at the forefront of our joint approach and we are resolute in our belief that digital innovation has the ability to enrich and transform.

For more information on what Teddington School has to offer, please [visit our website](#) or call 020 8943 0033 to arrange a visit.



Paul Grills
Headteacher



Why choose TEDDINGTON SCHOOL and BET?



✓ **GENEROUS WORKPLACE PENSION**

Local Government Pension Scheme for colleagues



✓ **CONDENSED SCHOOL YEAR**

We offer a condensed school year with a **two week half term** in October.



✓ **CPD & RECOGNITION POLICIES**

Defined career pathways, opportunities for **internal progression** and **ongoing training learning and development** and Trust recognition policies



✓ **WORK-LIFE BALANCE**

Flexible working where possible, as well as **enhanced maternity, paternity and adoption** policies (subject to completion of qualifying service)



✓ **HEALTH AND WELLBEING SUPPORT**

24/7 online GP, **EAP**, **free online fitness classes**, **flu vaccinations** and **eye tests**, **cycle to work** scheme & occupational sick pay



✓ **STAFF BENEFITS PLATFORM**

Access to **savings on your everyday spending** including groceries, homeware, entertainment and holidays, through *My Staff Shop*



✓ **FREE PARKING**

Free on-site parking is available at Teddington School





Job DESCRIPTION

ROLE INFORMATION

Job title: SENDCo

Location: Teddington, TW11 9PJ

Contract: Permanent, full time

Start date: September 2026

Salary: Teachers Main to Upper Pay Scale (Outer London) £37,868 – £56,154, plus SEN allowance £2,787, plus TLR2b £5,870

Responsible to: Headteacher

ROLE PURPOSE

Responsible for ensuring excellent strategic direction and development of SEND provision across the school to maximise the learning and achievement of all pupils, ensuring equity of opportunity. All teachers are required to carry out the professional duties and responsibilities of a schoolteacher as defined by 'Teachers' Standards' and set out in the current 'School Teachers Pay and Conditions Document'.





MAIN DUTIES AND RESPONSIBILITIES

- Responsible for the intent and Implementation of the school SEND Policy in co-ordination with the Headteacher and SLT lead for Inclusion.
- Responsible to their line manager for their duties, responsibilities and teaching tasks.
- Maintain accurate and timely records on students.
- Interact on a professional level with all colleagues and establish and maintain good working relationships which will promote the development and effective delivery of the school curriculum and maximise children' achievement.
- Responsible for the supervision of the work of support staff to include timetabling and performance management.
- Responsible for Annual/Transition Reviews and will write, monitor, evaluate and review Individual Education Plans, EHC plans, as well as being the link person between parents/guardians and outside agencies.
- Prepare documentation on individual students for external agencies/meetings.
- Liaise and direct specialist support in the school.
- Report regularly on the achievement of students with SEND.
- Keep abreast of national priorities and share updates with colleagues.
- Lead INSET and CPD sessions across the whole school to improve standards of inclusive teaching and keep all colleagues up to date with relevant knowledge and strategies.
- Provide guidance and support to colleagues on raising the achievement of students with SEND, including those learning with EAL.
- Support colleagues in setting challenging targets for the students in their class with SEND needs.
- Maintain a good relationship with the Local Authority and other statutory bodies.
- To take principal responsibility for one's own Professional Development.
- To participate in arrangements for performance management.
- To support colleagues in their Professional Development.
- To actively promote the school's ethos in spiritual, moral and social responsibility. To act as a positive role model.
- To comply with the school's Health & Safety and safeguarding policies and undertake risk assessments as appropriate and designated supervisory duties.
- To attend meetings as per calendar.
- To play an active role in the realisation of the school's Development Plan and contribute to whole school initiatives.





Person SPECIFICATION

ESSENTIAL REQUIREMENTS:

- Ability to demonstrate an awareness, understanding and commitment to the protection and safeguarding of children
- Qualified Teacher Status or equivalent
- NASENDCo/NPQ qualified or commitment to achieve qualification within the statutory time limit of 3 years
- Ability to evidence effective continuous professional development
- Ability to evidence effective communication with a wide audience/range of stakeholders
- Proven track record in establishing effective relationships with parents, governors and the community
- Ability to evidence excellent IT skills on a wide range of programmes and software
- Ability to demonstrate an understanding of wider educational issues, knowledge of the appropriate key stage curriculum and national strategies

DESIRABLE SKILLS:

- Experience of teaching in relevant Key Stage and/or subject area
- Experience in leading a SEND department

PERSONAL QUALITIES:

At Bourne Education Trust, our culture and our values are important to us, as outlined in our BET Behaviours which set out the key qualities we would expect any colleague to demonstrate. We foster a reflective, optimistic and aspirational approach and we expect our colleagues to be collaborative, innovative, committed, engaged and professional. Diverse and inclusive, we encourage you to act as a positive force for equality, helping us create communities where everyone belongs. We encourage our colleagues to take part in school and cross Trust teams and we will invest in you through Continuous Professional Development.



Your APPLICATION

Thank you for your interest in this role, we look forward to receiving your application. Candidates should be aware that the closing date for applications is on the **15th May 2026** however prompt applications are encouraged as we reserve the right to close this vacancy if sufficient applications have been received.

SAFEGUARDING

Bourne Education Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The appointment will be made subject to an Enhanced Disclosure and Barring Service approval ('DBS') as part of our rigorous approach to safeguarding our children.

EQUAL OPPORTUNITIES

Bourne Education Trust is committed to equality of opportunity for all colleagues, pupils and other stakeholders. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

HEALTH AND SAFETY STATEMENT

The board of trustees, local governing committees (LGC) and all leaders across Bourne Education Trust recognise and accept their responsibilities to provide a safe and healthy working environment for all employees, students and visitors. We expect all colleagues to take reasonable care of their own health and safety and that of others who may be affected by their actions at work. All BET employees must cooperate with us to access proper training and to make sure they understand and follow the Trust's health and safety policies and procedures, and to help everyone meet their legal requirements. All colleagues must take responsibility for reporting concerns relating to health and safety matters through appropriate channels.



Application PROCESS



APPLICATION

To apply for this position, you must complete a Bourne Education Trust application form (CVs without a fully completed application form will not be considered).



SHORTLISTING

Applicants will be screened and shortlisted by the interview panel. In order to meet safer recruitment standards, successful candidates will be asked to submit a full application form prior to interview.



INTERVIEW AND CANDIDATE SELECTION

Shortlisted candidates will be invited to interview, following which a selection will be made by the interview panel.



JOB OFFER

If successful after interview, a formal job offer will be made to you, subject to referencing and safer recruitment checks.

All candidates who are disabled, as defined by the Equality Act 2010 and who meet the minimum essential requirements will be offered an interview. Should you wish to speak with a member of the team about your application, please contact careers@bourne.education



'Inclusion, Opportunity, Excellence'



"I have benefitted from a range of opportunities throughout my career. In my current role I want to ensure all Sixth Form students are future ready."

Miss Pleavin

Head of Sixth Form





[Click to visit our website for more information](#)



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Bourne Education Trust

