

# SENDCO Candidate Pack

Montsaye  ACADEMY



# About us

"We pride ourselves on being at the heart of the local community"

Montsaye Academy is located in the historic Northamptonshire market town of Rothwell, easily reached from Leicestershire, Northamptonshire, Warwickshire and Bedfordshire. Northamptonshire is a popular place to live and one of the greenest counties in England with over 161 parks covering 1600 acres. Montsaye Academy is a vibrant and active community where learning and achievement, in their widest sense, are viewed as the core purpose of our work. It is also a caring and supportive environment in which children can become adults, unafraid to make mistakes, flexible enough to overcome obstacles and ambitious enough to be extraordinary not average.

The school is a member of Pathfinder School's Multi-Academy Trust and collaborates closely with the Trust Central Team, and its nine other Schools. The academy has developed very effective partnerships with other local secondary schools, which enhances our curriculum and supports our practice.

We are fortunate to support the learning of over 1000 students between the ages of 11-18, including a vibrant Sixth Form. Our students join us from Rothwell and a number of neighbouring villages and towns. We employ close to 200 staff, including 70 teachers and leaders and 130 support staff, who enable our academy and students to thrive.

Our on-site facilities include:

- A Community Sports Centre with a Sports hall, Swimming Pool, Fitness Suite, Dance Studio, a full-size 3rd Generation Rubber Crumb all weather surface, grass football pitches and Multi-use Games areas.
- Staff room and Faculty bases
- State-of-the-art Science laboratories
- Dedicated Sixth-Form area
- Recently refurbished restaurant and café

# What our staff say...



**“There’s a family atmosphere amongst staff”**

**“Shared resources allow flexibility, and we are constantly evolving to further improve”**

**“Excellent team spirit”**

**“There’s a staff buzz; they rally the troops and get on board to have some fun”**

**“Montsaye staff really care about the students”**

# Staff Wellbeing



“

**‘Team Montsaye:  
staff look out for  
each other.’** ”

”

Montsaye Academy is heavily invested in staff wellbeing and is proud to offer access to the following;

- A dedicated wellbeing hub
- A weekly focus on wellbeing with regular wellbeing-focused activities
- Cake Wednesdays, where staff have the opportunity to bring in their bakes and catch up with colleagues
- A reduced membership rate for our on-site Sports Centre, which boasts a pool and modern gym where staff can swim for free
- Access to 24/7 telephone counselling service for staff and their immediate family via Zurich
- Access to a health and wellbeing cash plan via Westfield Health
- Access to trained staff Mental Health First Aiders, and part of the Pathfinder Schools Wellbeing Committee
- Access to an exceptional Occupational Health advice
- Support to create Wellness Action Plans
- An employer who is committed to empowering our colleagues to achieve and maintain life-work balance

# Advert SENDCO



## Contract type

- Full time
- Permanent

## Salary

- MPS/UPS + TLR 1B  
(Currently £12,211)

## Interviews

- TBC

Closing date 2nd April 2025

## Start date:

- 1st September 2025

To apply, please complete a Pathfinder Schools teacher application form, which can be downloaded from the vacancies page of the website:

[www.pathfinderschools.org.uk/join-us/vacancies](http://www.pathfinderschools.org.uk/join-us/vacancies)

Completed application forms should be accompanied by a letter of application and should be sent to:

[recruitment@pfschools.org.uk](mailto:recruitment@pfschools.org.uk)

An exciting opportunity has arisen within our SEND Department, we are looking for an enthusiastic SENDCO to play a significant part within a dedicated and supportive team. Our SENDCO will be responsible for the following;

- Put provision in place to ensure that progress of pupils with SEN improves relative to those without SEN.
- Ensure that the school carries out its statutory responsibilities regarding all students with an EHCP.
- Support all staff in understanding the needs of SEN pupils.
- Support departmental developments of SEN provision.
- Monitor progress towards targets for pupils with SEN.
- Analyse and interpret relevant school, local and national data.
- Liaise with staff, parents, external agencies, and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of provision.

We occasionally close vacancies early in the event that we receive a high volume of applications. Interviews may begin soon after receipt of applications for shortlisted candidates, therefore we recommend that you apply early.

If you would like to arrange a tour of the school or to speak with a member of the team to learn more about our Academy and the role, please email the academy Business Manager Wayne Eldridge who will assist you further: [weldridge@montsaye.org](mailto:weldridge@montsaye.org)

The workplace will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition (as defined in the Equality Act 2010).

Montsaye Safeguarding Policies and Procedures are available on their website, which can be accessed at the following web address :

<https://www.montsaye.northants.sch.uk/about-us/policies-and-funding/>

Pathfinder Schools and our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment. All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check, references, medical, an online

search, and where applicable, a prohibition from teaching check will be completed. Before applying, please review our Recruitment and Selection Policy which includes further information on pre-employment checks and our statement on the Recruitment of Ex-Offenders <https://pathfinderschools.org.uk/join-us/vacancies>. As part of our rigorous Safer Recruitment process Pathfinder Schools has adopted the practice of online searches for external shortlisted candidates. The purpose of the search is to enable us to fulfil our duty under Keeping Children Safe in Education and is part of our due diligence to identify any incidents or issues that have happened, and are publicly available online, which we may need to discuss with you during interview.

Therefore, if you are shortlisted for a role an appropriate online search will be undertaken on your name(s). Consent to an online search is included in the Pathfinder Schools application form. Searches are based on publicly available information, therefore where your profiles are private or are locked, no further search will be required on these pages. Any information given will be treated as confidential and will only be used in relation to the post for which you have applied.

Pathfinder Schools is committed to creating a diverse workforce. We consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.



SENDCO

## Job Description

Salary-MPS/UPS + TLR 1b  
(£12,211)

### Purpose of the post;

- To lead and manage the staff and students in all aspects of inclusion throughout the secondary phase of the academy, ensuring the needs of all students are recognised and catered for, regardless of age, gender, ethnicity, attainment, additional needs or disability, religion or belief.
- To act as the Special Education Needs Co-ordinator for the academy.
- To raise standards of achievement across the whole area and monitor and support students' progress.

Accountable to: Assistant Principal - Inclusion

### Key responsibilities

- Put provision in place to ensure that progress of pupils with SEN improves relative to those without SEN.
- Ensure that the school carries out its statutory responsibilities regarding all students with an EHCP.
- Support all staff in understanding the needs of SEN pupils.
- Support departmental developments of SEN provision.
- Monitor progress towards targets for pupils with SEN.
- Analyse and interpret relevant school, local and national data.
- Liaise with staff, parents, external agencies, and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of provision.

### Leadership

- Encourage all staff to recognise and fulfil their statutory responsibilities.
- Develop essential paperwork templates, to create an administrative infrastructure as part of an effective communications system.
- Identify the training needs of staff and organising/coordinating INSET to be delivered by other professionals.
- Encourage all members of staff to recognise and fulfil their statutory responsibilities to pupils with moderate learning difficulties, specific learning difficulties, sensory and physical difficulties.
- Provide training opportunities for teaching assistants teachers to learn about effective strategies to support students with learning and cognition or sensory and physical difficulties.
- Identify resources needed to meet the needs of pupils with SEN and advise the AP Inclusion of priorities for expenditure.
- Liaise with the AP Inclusion and other SEN staff to allocate support for statemented pupils according to LA funding levels and individual need.

### Additional Requirements

- Co-ordinate all Annual Reviews and reviews of Individual Education Plans and/or PSPs and CAFs where appropriate and attend / chair when necessary.
- Attend Year 6 Annual Reviews for primary pupils with statements to help facilitate continuity and progression through the development of a transition programme.
- Exercise a key role in assisting the Headteacher and governors with the strategic development of SEN policy / provision.

### Teaching and Learning

- Support the identification of and disseminate the most effective teaching approaches for individual pupils with SEN.

- Work with staff to develop effective ways of bridging barriers to learning through; Assessment of needs, monitoring of teaching quality and pupil achievement, target setting - IEPs, or Provision Maps, PSP, CAF.
- Collect and interpret specialist assessment data to inform practice.
- Undertake day-to-day co-ordination of SEN pupils' provisions through close liaison with staff, parents, and external agencies.
- Work with the Assistant Principal, teachers, key stage co-ordinators and pastoral staff to ensure all pupils learning is of equal importance and that there are high and realistic expectations of pupils.
- Provide professional guidance to staff to secure good teaching for SEN pupils, through both written guidance and meetings.
- Work with the AP Inclusion to set aspirational and appropriate targets for raising achievement among pupils with learning and cognition or sensory and physical difficulties.
- Collect and interpret specialist assessment data.
- Update the AP Inclusion on the effectiveness of provision.
- Develop an understanding of learning needs and the importance of raising achievement amongst pupils.
- Attend consultation evenings and keep parents informed about their child's progress.
- Collate SEN transition data and organise SEN files.
- Profile tutor groups and disseminate information.
- Maintain and update a provision map and schools SEN development plan.
- Plan, coordinate and teach timetabled intervention groups and subject classes as appropriate.
- Lead INSET regularly and where appropriate; this may include chairing and being a part of working parties.

#### General:

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To promote actively the School's Policies & Procedures.
- To continue personal development as agreed.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors.

Employees are expected to maintain a standard of dress conducive to their position as professionals and in setting an example to students.

This job description is current at the date shown, but following consultation with you, may be changed by the Principal to reflect or anticipate changes in the job which are commensurate with the salary and job title.

The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by the SLT to reflect or anticipate changes in the job which are commensurate with the salary and job title.

# Person Specification

## SENDCO



The essential and desirable criteria outlined in the table below will be used as part of the shortlisting process. Candidates should meet all essential criteria to be considered for the post, desirable criteria will be referred to where further shortlisting activities are required beyond the consideration of essential criteria. This is usually the case in respect of a high volume of applications meeting all shortlisting criteria.

Criteria	Essential	Desirable
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• National Award for Special Educational Co-ordinators</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of continuous INSET with reference to Special Educational Needs.</li> </ul>
Knowledge	<p>Knowledge and understanding of:</p> <ul style="list-style-type: none"> <li>• The SEN Code of Conduct and its practical application</li> <li>• The EHCP process and the evidence needed</li> <li>• Behaviour management techniques for groups and individuals</li> <li>• Familiarity with a range of Special Educational Needs</li> <li>• Good understanding of curriculum and pedagogical issues related to extending pupil performance and the development of thinking skills</li> <li>• Good understanding of factors promoting effective transfer of learners from one phase of education to the next</li> <li>• Good understanding of the principles behind school improvement including school improvement planning, monitoring, review, and evaluation of progress</li> <li>• The funding support mechanism for SEN</li> <li>• Team Teach or other positive handling approaches</li> </ul>	<ul style="list-style-type: none"> <li>• Team Teach or other positive handling approaches</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Make consistent judgements based on careful analysis of available evidence</li> <li>• Excellent classroom practitioner</li> <li>• Good communication skills, both written and oral</li> <li>• Good organisation skills</li> <li>• Empathise with the difficulties of SEN pupils in accessing the curriculum</li> <li>• Manage the co-ordination of teaching assistants in support of SEN pupils</li> <li>• Organise and sustain systematic support from a variety of providers for a range of SEN</li> </ul>	<ul style="list-style-type: none"> <li>• Advise and motivate teaching staff with SEN initiatives</li> </ul>

# Contact us



**1** Visit us      Montsaye Academy  
Greening Road  
Rothwell  
Kettering  
Northamptonshire  
NN14 6BB

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**2** Call us      01536 418844

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**3** Email us      [recruitment@pfschools.org.uk](mailto:recruitment@pfschools.org.uk)  
Academy Business Manager, Wayne Eldridge  
[weldridge@montsaye.org](mailto:weldridge@montsaye.org)

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**4** Follow us      @Montsaye



**5** Visit our website      [www.montsaye.northants.sch.uk](http://www.montsaye.northants.sch.uk)

