



Co-op Academy
Bebington

Associate AHT SENDCo Candidate Pack



Welcome from the Headteacher

Dear Candidate,

Thank you for your interest in the role of Associate Assistant Headteacher - SENDCo

This is an exciting opportunity for an exceptional candidate to make a real difference in our academy. We are proud to belong to the Co-op Academies Trust and remain fully committed to placing our Co-operative values and 'Ways of Being' at the forefront of our ambition to deliver outstanding provision for all within our community.

Our Commitment to Inclusion & Support

We pride ourselves on delivering an ambitious curriculum for all children. To ensure every student can succeed, our academy features:

- Two Specialist Resourced Provisions: One specifically designated for students with Moderate Learning Difficulties (MLD) and one for Social, Emotional, and Mental Health (SEMH) needs.
- Two Internal Alternative Provisions: Targeted environments to better engage students who find the traditional classroom setting more challenging.
- Comprehensive Student Support: An extensive team including non-teaching Heads of Year, a dedicated attendance team, and a robust safeguarding team.

The Associate Assistant Headteacher, SENDCo, will play a defining role in shaping the inclusive culture, provision and lived experience of our students at Co-op Academy Bebington. This is a critical senior leadership position that will champion the highest standards of inclusion, ensure that students with special educational needs and disabilities receive exceptional support, and secure an environment where every student can thrive academically, socially and personally.

We are seeking a leader with the authority, strategic clarity and moral purpose to lead our SEND provision to an exceptional standard in our mainstream. Someone who understands that inclusion and high expectations are inseparable; that adaptive teaching is a core entitlement, not an add-on; and that the quality of identification, intervention and partnership with families directly shapes students' life chances.

Our ambition is to be a school where:

- identification of need is accurate, timely and underpinned by robust assessment
- provision is evidence informed, sharply monitored and demonstrably impactful
- teachers are confident and skilled in adaptive practice within high quality first teaching
- students with SEND demonstrate strong attendance, positive attitudes and secure progress

- families feel listened to, supported and actively engaged as partners
- statutory responsibilities are met with precision, professionalism and integrity
- inclusion is visible, valued and embedded across every aspect of school life

We are looking for an Associate Assistant Headteacher SENDCo who:

- has a proven track record of leading and improving SEND provision at scale
- brings clarity, confidence and visibility to inclusive leadership
- can design, implement and evaluate a graduated approach that is both rigorous and responsive
- understands that safeguarding, behaviour, attendance and SEND are deeply interconnected
- uses data intelligently to diagnose need, target intervention and accelerate progress
- builds strong partnerships with external agencies and ensures high quality EHCP processes

Our Commitment to Staff Wellbeing

We are committed to supporting staff at all levels, through our CPD and line management. We are developing a coaching culture throughout the school, and host dedicated pedagogy sessions weekly as we embed Doug Lemov's 'Teach Like a Champion' strategies into our lessons. From September 2026, we will be enjoying a two week October half-term.

Experience Our Culture

Should you wish to arrange a visit before applying, you will find our Academy calm and purposeful. Like all who visit us, you will notice how wonderful our pupils are, the positive team ethos amongst staff, and how welcoming and friendly we are.

To arrange a visit, please contact my PA: stephanie.smith@coopacademies.co.uk

Best wishes,

Mrs Jane Whisker

Our Co-op Academies Trust

Dear Applicant,

Thank you for showing interest in our academy and our Trust.

We are a large Multi Academy Trust spanning the North and West Midlands of England. Our Trust includes a wide variety of schools, from small and large primary schools to secondary schools, a college, and special schools that offer all-through, primary, and secondary education. We are currently based in Leeds, Bradford, Kirklees, Staffordshire, Stoke, Wirral, Manchester, Oldham, and Salford, structured into four regional hubs.

We are focused on growing the Trust to ensure that all our schools are strong, reliable, and offer exceptional pupil experiences that positively impact our communities. It's the quality of our schools that matters, not the quantity.

We have the highest ambitions for the communities we serve. Our commitment to school-to-school collaboration drives continuous improvement across our schools. We are also dedicated to investing in our staff, with a strong CPD programme and succession planning that provides clear pathways for career progression.

We are looking for staff who are passionate about making a difference and transforming our communities through their daily work, embodying our "Ways of Being." These core values - Do What Matters Most, Succeed Together, Be Yourself Always, and Show You Care - are evident in everything we do.

What sets our Trust apart is our sponsorship by the Co-op Group. Co-op values are also embedded in how we work, and our close relationship with the Co-op means we benefit from the expertise that has made it one of the most respected and ethically driven businesses in the country. Since our founding in 2010 with just two academies, we have taken a pragmatic approach to growth, always working collaboratively to improve every academy in our Trust. By providing a great education, we are changing the lives of young people. Grounded in cooperative principles, we empower both staff and students to work together for a better education and stronger communities.

We are proud of the rich diversity across our Trust, which strengthens our ability to make a real difference. We are committed to ensuring that each student receives an excellent, memorable school experience that prepares them for future success, while also instilling a strong sense of moral integrity and responsibility.

Best wishes,

Dr Chris Tomlinson | Chief Executive Officer

Our Values

Co-op Academies Trust is committed to the values shared by co-operatives everywhere:

Self-help – we support learners, parents, carers and staff to help themselves

Self-responsibility – we encourage learners, parents, carers and staff to take responsibility for, and answer to their actions

Democracy – we give our learners, parents, carers and staff a say in the way we run our schools

Equality – we believe that the voice of each individual should be heard

Equity – we run our schools in a way that is fair and unbiased

Solidarity – we share interests and common purposes with our learners, parents, carers and staff, and with other schools in the communities we serve

We strive to demonstrate the following ethical values in everything we do:

Openness – we believe in being open with colleagues in our schools and beyond, children and their families, sharing information and ideas to raise standards and life chances

Honesty – we act in a professional and respectful manner in our dealings with everyone

Social responsibility – we maximise our impact on the people in our communities while minimising our footprint on the world

Caring for others – we treat everyone as we wish to be treated ourselves, understanding that children only have one childhood

We use our simple 'Ways of Being Co-op' to demonstrate our values:

- Do what matters most
- Be yourself, always
- Show you care
- Succeed together

The deadline for applications is 12 noon on 27th April, interviews to be held on the 7th May. Start date September 2026

Job Description

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| Salary / grade range | Leadership Scale, L8 to L11 |
| Location | Co-op Academy Bebington |
| Reports to | AHT Social Inclusion |

Purpose of role

The Associate Assistant Headteacher SENDCo will have responsibility for the strategic leadership of inclusion across the mainstream of the academy. Working closely with the Deputy Headteacher, Assistant Headteachers, DSL and the wider pastoral team.

As a member of the senior leadership team, they will also be responsible for the overall leadership and management of the academy, and ensuring all staff work to support and promote the academy values and to secure the highest possible standards and outcomes for all our pupils.

Key responsibilities

- To ensure outstanding provision for SEND students at Co-op Academy Bebington
- To lead the SEND team to ensure robust and coordinated strategies for the identification and support for pupils with SEND and other barriers to learning.
 - To work with the AHT Social Inclusion lead to ensure that Individual Learning Plans are implemented in the classroom with care and attention to detail.
- Ensure that the quality of education for pupils with additional needs or disabilities is ambitious and of high quality
- Develop teacher's pedagogy to ensure that research-led best practice is implemented effectively
- Ensure the effective implementation of exams access arrangements and the identification of pupils who may need such adjustments
- Ensure positive transition for SEND and vulnerable pupils from stage to stage, ensuring the continuity of learning and support
- Ensure the effective delivery of appropriate training for staff and that effective monitoring and evaluation is on-going and responsive to emerging priorities
- To engage external stakeholders as required to best support inclusion in the

academy

- To work effectively as a member of the senior leadership team to ensure excellent leadership and management of the academy
- To promote the overall ethos and values of the Academy
- Line management of the SEND team.
- Ensure effective interventions are in place.
- Take an active role in the recruitment of new staff as the need arises
- Be a visible, proactive presence around the Academy, promoting positive behaviour and ensuring the smooth day to day running of the academy
- Engage actively with parents and carers, to ensure that they are able to play a full role in supporting the best educational outcomes for their children

Outcomes and activities

- Support the Headteacher in creating strong leadership priorities and collaborative ways of working with all stakeholders including the Trust and wider community
 - Hold staff accountable for their professional conduct and practice
- A detailed understanding of national inspection frameworks in relation to SEND
- Be a role model for others, demonstrating outstanding teaching and establishing high standards in achievement and discipline
- To make recommendations to the senior leadership team on the provision for SEND, including an analysis of required resources and staffing

Support the Academy Improvement Process including

- To be responsible for the writing and delivery of relevant sections of the Academy Improvement Plan and self evaluation processes
- Versatility and flexibility of own leadership style. To be aware of different styles and in which circumstances it is appropriate to adopt an alternative approach
- Strong interpersonal, written and oral communication skills
- Strong organisational skills:
 - The ability to delegate
 - The use of effective time management
 - The ability to prioritise
- Resilience and motivation to lead the Academy through day-to-day challenges whilst maintaining a clear strategic vision, staying positive, and focusing on key

priorities

- Genuine passion and belief in the potential of every pupil
- The ability to demonstrate unconditional positive regard towards young people
- Strategic thinking and the potential to adopt an entrepreneurial approach to the role
 - An educational vision aligned with the Academy's high aspirations and high expectations of themselves and others
 - Confident and effective presentational skills during public speaking
 - Deliver excellent assemblies and open evenings / parents' evenings
 - Skilful management and maintenance of working relationships with parents and other stakeholders
 - Ability to lead, coach and motivate staff within a performance management framework, including professional development and effective management of under performance
 - Up to date knowledge of key legislation and the ability to disseminate effectively as required

Other Senior Leadership Responsibilities

- Create and foster an environment of reflective practice and CPD, leading by example in all aspects of personal and professional development.
- Develop and maintain a culture of high expectations, aspirations and ambitions for self and others.
- Lead by example as a teacher and as a manager, achieving high standards of pupil attainment and progress, behaviour and motivation through teaching which is never less than good with outstanding features.
- Challenge under-performance at all levels and ensure corrective action and follow up.
- Support the development and maintenance of Academy policies and practices to ensure consistent application.
- Have a teaching commitment in line with SLT.
- Plan, chair and organise meetings as appropriate.
- Sustain effective, positive relationships with all staff, pupils, parents/carers, and the local community.
- Liaise effectively with all stakeholders, including parents/carers, feeder schools, secondary schools, business and community partners, in line with strategic objectives.
- Maintain clear expectations and high standards of professionalism.
- Attend Academy events.
- Keep the Senior Leadership Team up to date with relevant national developments.
- In conjunction with the Senior Leadership Team, oversee the Academy environment and carry out regular quality assurance.
- Take assemblies and participate in break, lunchtime, before and after hours' supervision.
- Contribute to support programmes for pupils and staff that may, on occasion, include weekends and holiday periods.

- Any other reasonable duties as requested by the Headteacher

Key Documents Responsibility

- Relevant contributions to the Academy SEF.
- Relevant contributions to the Academy Development Plan and overall responsibility for the two areas of Teaching, Learning and Assessment, and Outcomes.
- Relevant policy and practice contributions.

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 below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade in line with the school's changing needs.

"Co-op Academies Trust, as an aware employer, is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf" Given the rapid rate of change in education and our ambitions for continued improvement at the academy, from time to time the successful candidate may have to undertake other professional duties as directed by the Head of Academy. In addition, candidates should understand their role may well broaden and that all roles will be reviewed annually to ensure the team is working as efficiently as possible.

Person Specification

| Attributes | Relevant Criteria | Essential/ Desirable |
|----------------|---|-------------------------|
| Qualifications | Good honours degree | E |
| | Post-graduate qualification e.g. NPQ, Masters | D |
| | Qualified Teacher Status | E |
| | Permitted to work in the UK | E |
| | Evidence of relevant CPD | E |

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| Professional knowledge, skills and competencies: | SENDCo qualification / NPO SENDCo (working towards or willingness to sign up to the qualification) | E |
| | Evidence of excellent practise which has impacted positively on pupil outcomes | E |
| | Evidence of leading a team within SEND | E |
| | Delivering staff training and promoting professional development of other staff | E |
| | Knowledge and understanding of relevant legislation and guidance e.g. Gatsby benchmarks and an ability to ensure they are implemented effectively | E |
| | An ability to effectively use IT software packages which support all aspects of pupil monitoring, including CPOMS, Microsoft Excel / Google Suite etc | E |
| | Excellent communication skills, both written and oral | E |
| | An ability to translate current educational thinking into workable, operational plans. | E |
| | Strong analytical skills and an ability to interpret data effectively and use it to identify areas for development | E |
| A comprehensive understanding both of national performance measures for schools and the Ofsted framework for inspections and experience in using these to drive forward significant improvements within a school | E | |

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| Leadership and management skills and competencies | An effective, inclusive and cooperative leadership style that inspires confidence and collegiality in those they lead, which motivates and encourages others to participate and go the extra mile | E |
| | An ability to set clear targets, track and manage progress and develop strategies to achieve desired outcomes using a range of sources | E |
| | Successful experience of motivating and supporting others to improve | E |
| | An ability to work autonomously and prioritise conflicting demands | E |
| Personal qualities | The ability to motivate and inspire pupils, staff and parents | E |
| | The ability to work as a team and to lead others by example | E |
| | Strong 'presence' and the ability to command the respect of | E |

This post is subject to an enhanced DBS check and references.

All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.

How to apply

All applications must be made using the Trust's application form. Please use the following link to apply:

<https://recruit.sampeople.co.uk/Jobboard/Vacancy/Search?PreviouslySearchedLocation=&Longitude=-3.0075315&Latitude=53.3530146&SearchTerm=&Distance=5&SortBy=closing&TrustId=128>

We'd love to show you why our Academy is such a vibrant place to lead and innovate. If you're curious about our vision for Geography — or if you simply want to see our facilities in action, please contact stephanie.smith@coopacademies.co.uk

[Interview timetable](#)

Closing Date: 27/04/2026 - 12 noon

Interviews: 07/05/2026

What we offer:

- Excellent opportunities for personal and career development within the Co-op Academies Trust;
- Employee benefits such as retail discounts, reduced gym membership, cycle to work scheme and much more;
- Free access to a confidential 24/7 Employee Assistance Programme;
- Effective, supportive and dynamic leadership;
- A superb, school building with a flexible and creative ICT rich working environment;
- A welcoming, friendly, supportive, effective and efficient professional/Continuing professional development.
- A 2 week October half term.

Co-op Academies Trust

One Angel Square; Manchester; M60 0AG

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Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.