



# Birchwood High School

*your dreams, your future, our challenge*

## Deputy SENCO

Recruitment Pack







*At Birchwood, we are part of something special, welcoming all,  
supporting all, and encouraging all.*

*Together, we enjoy the exploration of ideas, the excitement of  
learning, and the celebration of our achievements in a school  
where we feel safe.*

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## WELCOME FROM OUR PRINCIPAL, SAM GRIFFIN



Dear Applicant,

Thank you for your interest in joining the team at Birchwood High School. We are a school that is proud to be more than just a place of learning — we are a thriving, inclusive community where every member is valued, supported, and empowered to succeed.

At Birchwood, we believe in unlocking personal potential: nurturing ambition, fostering growth, and ensuring that every student thrives in an environment where they feel safe, inspired, and encouraged. Our commitment to this ethos was reflected in our most recent Ofsted inspection (January 2025), where we were judged to be 'Good' in all areas.

We are incredibly fortunate to have a dedicated and talented team of staff who share our vision. Teaching at Birchwood means working alongside passionate professionals who go above and beyond to create enriching experiences for our students. Whether through academic progress, pastoral support, or curriculum enrichment, we strive to strike the right balance—offering challenge, support, and opportunity in equal measure.

If you share our commitment to inclusive education and want to be part of a school where your contribution is valued and where you can truly make a difference, we would love to hear from you.

We look forward to welcoming you to Birchwood.

**your dreams, your future, our challenge.**

Sam Griffin,  
*Principal*

## ABOUT BIRCHWOOD HIGH SCHOOL & THE LOCAL AREA

Birchwood High School is a thriving, inclusive secondary school that welcomes students of all abilities. With a student body of over 1,450, including a vibrant Sixth Form, we offer a diverse and ambitious curriculum that supports academic success, personal growth, and future aspirations.

Our ethos—**Welcome all, Support all, Encourage all**—is at the heart of everything we do. We are proud of our strong links with the local community and our reputation for exceptional pastoral care, SEND provision, and enrichment opportunities. Students benefit from modern facilities, including specialist teaching spaces, a dedicated Sixth Form centre, a well-equipped library, and extensive sports amenities, ensuring a dynamic and engaging learning environment.

At Birchwood, we believe in preparing our students not only for academic success but also for life beyond school—empowering them to become confident, capable, and happy young adults ready to take on the world.

Nestled in the heart of the Hertfordshire countryside, Bishop's Stortford is a thriving and historic market town that offers the perfect balance of connectivity, charm, and community. Bordering Essex and with direct train links to London Liverpool Street, Cambridge, and Stansted Airport, the town is ideally positioned for commuters and families alike. The M11, M25, A120, A10, and A414 provide excellent road access to key destinations across the South East.

Beyond its exceptional transport links, Bishop's Stortford boasts a rich heritage, vibrant town centre, and a strong sense of community. The area offers a mix of independent shops, cafes, and restaurants alongside well-known high-street brands. Residents enjoy a variety of leisure facilities, green spaces, and cultural attractions, as well as easy access to beautiful countryside and picturesque villages.

Birchwood High School is located in the north-east of Bishop's Stortford, within a welcoming residential area and surrounded by open green spaces, including mature woodland.

## KEY FACTS AND STATISTICS



RATED '**GOOD**' IN ALL AREAS  
**JANUARY 2025**



BISHOP'S STORTFORD



SINGLE ACADEMY TRUST  
(Est. 2011)



YEAR 7-13



1179 - STUDENTS YR 7-11  
227 - SIXTH FORM STUDENTS

21%

SEND

11%

FSM

13.6%

EAL

12.4%

PUPIL PREMIUM

“

The supportive community of teachers and fellow students has empowered me to reach my full potential academically and personally.

*BIRCHWOOD ALUMNI*

”



## JOB DESCRIPTION

<b>JOB TITLE</b>	Deputy SENCO
<b>SALARY / GRADE RANGE</b>	Scale H7 SCP 19 (Range 19-23) or H8 SCP 23 (Range 23-26) FTE £31,773 - £36,830 incl. outer fringe allowance pro rata for part time
<b>HOURS OF WORK</b>	37 hours per week, Term Time Only + Inset Days (39 weeks)
<b>RESPONSIBLE TO</b>	SENCO and Assistant Principal responsible for Inclusion

### Purpose of the role:

- Share the responsibilities with the SENCO for leading the provision for SEND students at Birchwood High School ensuring that their learning needs are addressed in the most effective way.
- Support the SENCO in the coordination, implementation and evaluation of interventions impact and cost-effectiveness.
- Build effective relationships with parents / guardians of students with SEND and with external agencies including Local Authorities and therapeutic professionals.
- Ensure that available resources are managed and deployed and assist in the line management of PLC staff

### Main tasks and duties

- Coordinate the 'Assess, Plan, Do, Review' meetings with SEND support students
- Writing or assisting applications for EHC plans.
- Liaise with the school's exam officer to ensure SEND students receive appropriate access arrangements during internal and external assessments.
- Creating student passports
- Play a key role in the transition process of EHCP and other vulnerable students for year 6 to 7 students.
- Liaison with specialist teachers and professionals
- Ensure that SEND information is accurate on the SEND register and Arbor
- Attend Triage panel when required • Assist the SENCO to induct and develop Personalised Learning Centre staff.
- Undertake any other various responsibilities linked to the specific nature of the PLC and the role it plays within the wider school as directed by your line manager, Assistant Principal or the Principal.

Whilst every effort is made to explain the main duties and responsibilities of the post, each individual task may not be identified and duties may be modified by the Principal, with agreement, to reflect or anticipate the changing demands of the school.



## PERSON SPECIFICATION

### Essential

- A degree level qualification or equivalent experience and relevant qualifications in SEN support or a willingness to undertake further training in SEN co-ordination
- Experience of working with children with special educational needs, ideally in a secondary school .
- A strong understanding of the SEN Code of Practice and the challenges faced by students with a range of SEN
- An understanding of SEND in an educational setting.
- An understanding of the Assess, Plan Do, Review process in SEND context.
- Effective people-skills and an ability to be empathetic and confidential
- Integrity in the execution of the role.
- Articulate and clear communication skills
- High level administrative skills requiring accuracy and diligence
- Good IT skills including MS Word, Excel, Outlook, Sharepoint, Teams.
- Ability to multi-task
- To be creative and show independence as well as a team-player.

### Desirable

- School based-experience.
- Experience of running interventions.
- Experience in leading annual reviews and completing all associated paperwork to a high standard
- Some experience of leading others.
- Experience of safeguarding training.





## IMPORTANT INFORMATION

<b>JOB TITLE</b>	Deputy SENCO
<b>SALARY</b>	Scale H7 SCP 19 (Range 19-23) or H8 SCP 23 (Range 23-26) FTE £31,773 - £36,830 incl. outer fringe allowance pro rata for part time Actual Pro Rata from approx. £27,055 (H7) or from £29,013 (H8)
<b>HOURS OF WORK</b>	37hrs per week, term-time only + Inset days (39 weeks per annum)
<b>TERM</b>	Permanent
<b>START DATE</b>	September 2025
<b>CLOSING DATE</b>	3rd September 2025, 9am
<b>INTERVIEW DATE</b>	8 <sup>th</sup> September 2025

If you would like to find out more about the role and/or arrange an informal visit to the school, please contact our HR Manager via [admin@birchwoodhigh.org.uk](mailto:admin@birchwoodhigh.org.uk), or phone 01279 655936.

Birchwood High School is committed to safeguarding and promoting the welfare of children and expects all staff and visitors to share this commitment. Appointment to this post is subject to an enhanced Disclosure and Barring Service check (DBS) as well as other pre-appointment checks, including an online check, outlined in Keeping Children Safe in Education (September 2024).

To help us meet our high standards and aspirations of a fully diverse and inclusive workplace, we strongly encourage suitably qualified applicants from all backgrounds to apply and to join us.

## HOW TO APPLY

### Application Form

Applicants must use the staff application form provided on MyNewTerm (CVs are not accepted). Please complete all aspects of the form fully. Include your full work history with no unexplained gaps since leaving school education

### Person Specification and Personal Statement

Please refer to the Person Specification to help guide you in terms of your personal statement. Be sure to evidence additional aspects such as training and qualifications together with your background and experience.

### References

Please make sure your referees are aware of your application and that they are able to provide a swift turnaround. Referees should be your last two employers, and you should provide their official organisation email address for us to contact.

**Please contact our HR Manager via [admin@birchwoodhigh.org.uk](mailto:admin@birchwoodhigh.org.uk) if you have any questions.**



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