



**EWELL CASTLE
SCHOOL**



Candidate Information Pack

Deputy SENDCo

**(Part time - 0.6FTE - Wed-Fri)
September 2025**



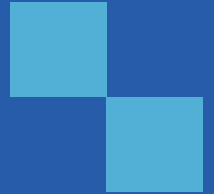
Church Street, Ewell, Surrey, KT17 2AW

Tel: 020 8393 1413

recruitment@ewellcastle.co.uk

www.ewellcastle.co.uk

Overview



Candidate Pack	1
Overview	2
Welcome From The Principal	3
School History	4
School Milestones	5
School Profile	6
Vision, Mission, Ethos And Values	7
Job Description	8
Person Specification	10
Role Further Details	12
Why Join Us - Staff Benefits	13
Application And Selection Process	14
Staff Testimonials	15
One School Four Sites	16

Welcome From The Principal



Greetings and warm regards,

Ewell Castle School is an award winning happy and successful co-educational independent HMC (The Heads' Conference) day school on the Surrey/London borders near Epsom, easily accessible by public transport. We are a mixed-ability through school that offers children aged 4 to 18 the benefits of a family-friendly atmosphere whilst maintaining a stimulating and rigorous academic programme. Our Sixth Formers go on to Russell Group universities, degree apprenticeships and colleges in the USA to study medicine, law, veterinary science, maths, engineering, computing, business, economics and a host of other courses. We care about the holistic needs of the individual child, and this is facilitated by small class sizes, a personalised and high-performance approach as well as an absolute commitment to wellbeing.

As a private school nestled in a historical conservation area, Ewell Castle oozes charm and character in a green and beautiful enclave. There is widespread affection for the School's family ethos and we are utterly loyal to our girls and boys, dedicated to inspiring their best performance achievement, whether in: academic success, sporting excellence or exceptional performing arts. The School's reputation for an ambitious, forward-thinking and progressive education for each pupil is well founded, as is our enviable reputation for pastoral care, creating a rounded and grounded experience for all.

Warm regards,

Silas Edmonds MA, NPQH, FRSA
Principal



School History



Established in 1926 by Proprietor and Principal, Herbert Rosslyn Budgell on the Castle site, the main building is housed in a castellated mansion which was built in 1814 in the Gothic revival style by Henry Kitchen. Originally a boys school, the Chessington Lodge site was acquired in 1953 and became Ewell Castle Junior School. In the 1980s Glyn House (the former parsonage on Church Street) was acquired as the site for the new co-ed Junior School for pupils in Years 3-6.

During the 2010s, the Junior School rebranded as Ewell Castle Prep School, the Sixth Form became co-ed in 2013 and the Senior School became co-ed in 2015 .

In September 2022 a new Sixth Form and administrative hub opened on Ewell Village High Street, increasing the number of classrooms available to an ever expanding Sixth Form in addition to Sixth Form classes at Chessington Lodge and at the Castle.

September 2024 saw the completion of the transfer of EYFS (Early Years Foundation Stage - Nursery to Year 2) from Chessington Lodge up to a single consolidated site at Glyn House on Church Street. The School is now spread across four sites within the heart of the Ewell Village conservation area.

School Milestones

01



1926

The Castle

Ewell Castle Independent School was founded in 1926 as a boys day and boarding senior school. Its origins go back to Leicester House and Barrow Hedges schools in Carshalton.

02



1953

**Chessington
Lodge**

In 1953 the Chessington Lodge site became the new Junior School, initially for boys, later co-ed. A Nursery opened in 1985. The site is now used for Sixth Form classes.

03



2002

Glyn House

Grade II listed Glyn House (1836) was acquired in 2002 for pupils in Yrs 3-6. Nursery to Year 2 pupils remained at Chessington Lodge until 2022-2023 respectively.

04



2013-15

**Co-Ed in Senior
and Sixth Form**

Girls joined the Sixth Form in 2013 and then in 2015 girls joined the Senior School, initially into Years 7 and 9 and thereafter across the other year groups.

05



2016

**Tennis and Cricket
Academies Launched**

In 2016 the School launched a Tennis and Cricket Academy, to combine elite coaching with bespoke academic timetables for pupils with county/national ability in their chosen sports. The Tennis Academy is ranked #2 in the country.



School Profile

A member of HMC (The Heads' Conference), The Society of Heads and IAPS, Ewell Castle is a mixed-ability through school that offers children 4-18 the benefits of a family-friendly atmosphere whilst maintaining a stimulating and rigorous academic programme and delivering excellent learning support and pastoral care.

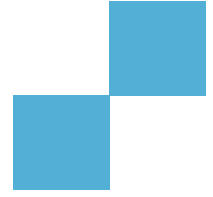
Proud of its reputation for outstanding pastoral care and specialist learning support provision, it cares about the holistic needs of the individual child. This is facilitated by small class sizes, a personalised and high-performance approach as well as an absolute commitment to wellbeing.

Somewhat of a 'hidden gem', nestled in a historical conservation area, Ewell Castle is a medium sized independent school that oozes charm and character in a green and beautiful enclave.

The school is committed to academic high performance, building resilience, equity, diversity and inclusion as well as empowering its girls and promoting positive masculinity. Ewell Castle School delivers a progressive 21st century education by providing a forward-thinking, inclusive, accessible and contemporary mixed ability co-educational independent education.

'Ewell Castle is an unpretentious school that taps into the best in children. It's academically rigorous, without being hothousey.' Muddy Stilettos

Vision, Mission Ethos And Values



Vision

Our vision is to:

- INSPIRE
- ENGAGE
- EXCEL

To deliver a progressive 21st century education.

Mission



We will inspire our pupils to thrive, engaging them to excel in a creative and academic environment. We will instil a growth mind-set to develop; confidence, contentment and emotional intelligence.

Ethos



We are a vibrant learning community, inspiring every child to thrive:

- Discovering strengths
- Deepening intellectual curiosity
- Cultivating wellbeing

Values



We live by our Shared Values:

- Personal Integrity
- Mutual Respect
- Social Responsibility
- Lifelong Resilience

Job Description

Deputy SENDCo



This description is in addition to the Teacher's job description, with the expectation of meeting the Department for Education's Teaching Standards. The Deputy SENDCo is accountable to the line manager, currently the Director of Learning Support.

The Deputy SENDCo is primarily accountable for the following:

- To deliver targeted interventions to identified pupils throughout their curriculum experience.
- To work alongside HoD/teaching/senior staff to enable access to learning for pupils and to support the teacher in the management of pupils inside/outside the classroom.
- To address the needs of pupil who need help to overcome barriers to learning in consultation with the Head of Learning Support.
- To develop after school support and learning activities for pupils.
- To line manage designated staff who are part of the Learning Department.
- To lead on the identification and assessment process pupils for Access Arrangements.
- To ensure that all Access Arrangement applications are accurate and JCQ compliant.

Support for Pupils:

- Lead and develop support for pupils with a SEND to ensure their access to learning activities.
- Develop and implement Individual Education Plans (IEPs) & programmes in consultation with the Head of Learning Support.
- Establish constructive relationships with pupils and interact with them according to individual needs.
- Promote the inclusion and acceptance of the pupils with a SEND.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and behaviour.
- Monitoring and analysis of pupils' performance within all curriculum areas for pupils with SEND.
- Target pupils who are not meeting MEL/MEGs.

In collaboration with the Director of Learning Support:

- Create and maintain a purposeful, orderly, and supportive environment.
- Use strategies, in liaison with HoD to support pupils to achieve learning goals.
- Assist with the planning of learning activities within the Learning Support Department
- Provide detailed and regular feedback to HoD on pupils' achievement, progress, behaviour etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established Behaviour policy and encourage pupils to take responsibility for their own behaviour.
- Establish constructive relationships with parents/carers/professionals.
- To support the invigilation of exams for pupils with Access Arrangements.
- To contribute and lead Learning Support staff meetings in the absence of the HoD.

Job Description

Deputy SENDCo



Support for the Curriculum:

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Undertake programmes linked to local and national learning strategies e.g., literacy, numeracy, recording achievement and progress and feeding back to the teacher.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Prepare, maintain, and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.
- To promote the general progress and well-being of individual pupils
- To encourage pupils' full attendance at all lessons and their participation in other aspects of school life
- To undertake other duties appropriate to the post that may reasonably be required from time to time.
- To organise cover for Learning Support staff absence, daily and in advance

Support for the School:

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times, including before and after school and at break and lunchtime.
- To support visits, trips and out-of-school activities as required and take responsibility for identified pupils.
- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Be responsible for the provision of out of school learning activities within guidelines established by the school.

Job Description

Deputy SENDCo



Line Management:

- Line Manage identified support staff.
- Liaise between manager's/teaching staff.
- Hold regular team meetings with Learning Support staff.
- Undertake/induction/training for Learning Support staff.
- To identify Learning Support staffs' strengths and develop these areas to deliver a high standard of excellence to pupils.

Personal Responsibilities:

- Willingness to develop knowledge of SEND and attend training.
- To follow school procedures regarding signing in and out, as well as any other procedures relating to attendance.
- Playing a full part in the life of the school community, supporting support its distinctive mission and ethos, and encouraging staff and pupils to follow this example.
- Supporting the school in meeting its legal requirements

General/Other:

- To always adhere to Safeguarding and Child Protection regulations, and training.
- To undertake appropriate professional development, including membership of appropriate professional associations and networking groups.
- To engage in the School's procedures regarding appraisal.
- To be aware and adhere at all times to the School code of conduct and confidentiality.
- To undertake such other responsibilities as may be reasonable and required from time to time within the overall scope of the post.

This job description will be reviewed as and when necessary, in accordance with the needs of the School.

Person Specification

Deputy SENDCo



Qualifications

Essential

- University Degree and level 7 SpLD diploma.
- Minimum 5 GCSE passes grade A-C (equivalent) including English and Maths.

Desireable

- Relevant post graduate qualifications in related field
- NPQSL or other school leadership qualification
- Qualified teacher status

Experience

Essential

- 1-2-1 Teaching experience
- Experience supporting children with differing SEN needs
- Experience adapting teaching for different needs
- Experience teaching students with differing academic starting points

Desireable

- Experience planning and executing access arrangements
- Experience overseeing examination arrangements
- Experience completing JCQ access arrangement applications
- Line managing

Knowledge & Skills

Essential

- Be able to inspire and motivate very able students as well as those of more modest potential.
- Be an effective and confident communicator, having a good command of English, both spoken and written.
- Ability to work as a team and on one's own.
- Ability to use current Windows based packages including Word, Excel, Outlook and PowerPoint, software relevant to Mathematics.

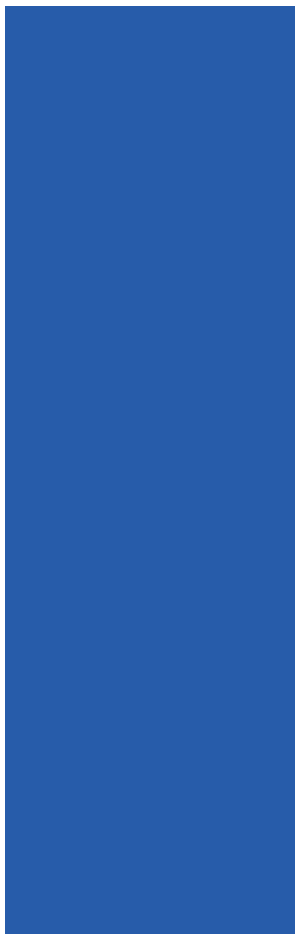
Desireable

Person Specification



Personal Qualities

Essential

- Be committed to the co-curricular life of the school.
 - A commitment to safeguarding and promoting the welfare of children.
 - To display the highest levels of integrity and complete trustworthiness and discretion.
 - Be a problem solver, and to be able to reflect upon one's own practice.
 - Be highly organised with the ability to prioritise and work to tight deadlines whilst retaining a professional composure.
 - Have an excellent punctuality and attendance record.
 - Be of smart professional appearance.
 - Flexible, versatile, and self-motivated.
 - Confident and authoritative.
 - To strive for the high-quality learning for all students.
 - To have energy, enthusiasm, flexibility, and determination to succeed.
 - To have a strong commitment to the school's ethos and values
 - Have the ability to be reflective and improve your practice
 - Be a resilient role model to pupils and students
 - To have a strong commitment to your own Continuous Professional Development.
 - To have an innovative and competent use of ICT in and out of the classroom including the use of our virtual learning platform.
 - An awareness of the importance of confidentiality and data protection.
- 

Role

Further Details



Ewell Castle is a thriving, independent school located in leafy Ewell Village. Our core values of mutual respect, lifelong resilience, personal integrity and social responsibility are at the heart of all we do. The school is coeducational from Reception to Sixth Form and enjoys small classes, averaging approximately fifteen pupils over the whole School. Ewell Castle has an excellent reputation for its family-friendly ethos, with a strong focus on pupil wellbeing and personalised learning.

The School has a vibrant community spirit including regular events for staff, parents and friends of the School. Ewell Castle is a genuine mixed ability school with a focus on achieving each individual child's potential.

We are seeking to appoint a suitably experienced and enthusiastic part time Deputy SENDCo to deliver and oversee teaching provision for pupils at Key Stage 4 and Key stage 5. The post holder will also be responsible for ensuring access arrangements for these key stages are actioned appropriately.

The Learning Support Department supports pupils with a Special Educational Need & Disability (SEND) to access all educational opportunities on offer by providing support where necessary and adapting the curriculum to meet individual needs as appropriate. We create an environment where pupils feel safe and challenged to develop both academically and socially to ensure every pupil's success as a member of society.

The department have both Learning Support Assistants (LSAs) and Learning Support Teachers (LSTs). The LSTs deliver bespoke 1-1 English/Maths lessons weekly to identified pupils and write an Individual Teaching Plan (ITP) for each pupil who receives 1-1 teaching. The ITP is an individualised programme of study containing SMART targets. The targets are written by assessing the pupil's cognitive ability to identify areas of focus.

The Learning Support Assistants (LSAs) provide identified in class support and are also a named Key Worker (KW) for pupils with an Education, Health, and Care Plan (EHCP) and those with a higher level of Special Educational Needs & Disabilities (SEND). The KW meets weekly with their key pupil for a 1-1 mentoring session, is the regular contact with home, close liaison with teachers, attends and contributes to the Annual Review process and Pupil Support Plan (PSP). The role is paramount to ensure strong communication, sharing of information and close monitoring which promotes the pupil's holistic development.

The starting salary for this position will be according to the Ewell Castle Pay Scales (M1-U03) plus a management point and will reflect the experience and qualifications of the successful candidate.

All new employees follow a structured induction programme, thereafter are engaged in the school Review process. Ewell Castle School offers the statutory induction process for ECTs which is managed by the Independent Schools Teacher Induction Panel (ISTip) and approved by the DFE. The school has a proven and successful record of working with teacher training institutions.

Why Join Us?

Staff Benefits



01

Fee Discount

Children of members of staff benefit by a 50% maximum (i.e. unaffected by scholarship or bursary) remission of school fees. (The remission is reduced pro rata for a part-time member of staff.)



02

Lunches, Drinks & Cycle to Work

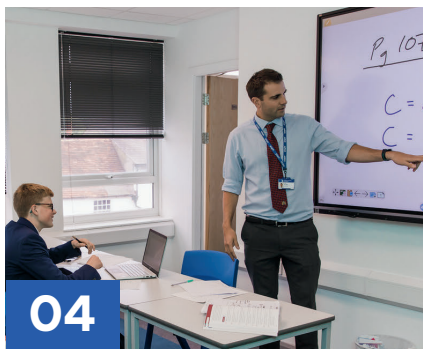
Lunches are provided during term time free of charge and complimentary hot drinks are available throughout the day. We also offer a cycle to work scheme.



03

Pension Scheme

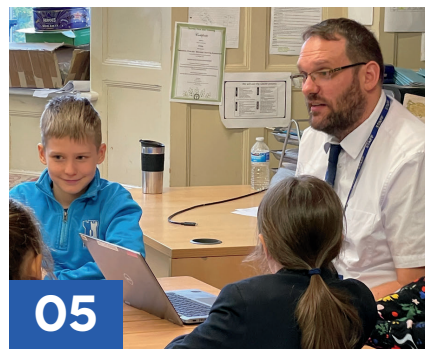
The School offers a generous contributory pension scheme.



04

Interest Free Loans

Interest free loans are available for the purchase of computers through the School.



05

CPD Opportunities

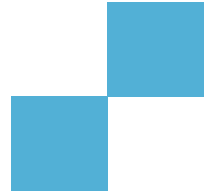
CPD opportunities are available to all staff. The School also part funds MQSL, NPQSL, NPQH and MA courses.

Applicants invited for interview will be required to bring proof of identity e.g. passport, and qualifications to interview. Please note that we reserve the right to appoint before the closing date.

Further information about the School is available on our website: www.ewellcastle.co.uk

Ewell Castle School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). Staff recruitment is also subject to the School's Equal Opportunities' policy and monitoring procedure.

Application And Selection Process



How To Apply

- 01** Complete and submit the online application form, providing personal information, contact details, and professional history.
- 02** Include a letter stating your suitability for the post, including examples of your experience as required in the person specification
- 03** We will contact you shortly after the closing date if not sooner to advise whether your application has been shortlisted for interview.

Selection Process



Step 1
Application
Evaluation

■ We will evaluate relevant applications against the requirements of each particular role.



Step 2
Interview

■ Shortlisted candidates will be invited for interview and are required to bring with them original certificates and documents as requested by the HR Department.



Step 3
Interview
Assesments

■ Shortlisted candidates will also be asked to complete a number of assessments, appropriate to the role they are applying for.



Step 4
Selection and
Outcome
Notification

■ Interviewed applicants will be contacted and notified of the outcome of their application.

Staff Testimonials



School Administrator

‘I joined Ewell Castle in September as part time Reception Administrator. It was a role that enabled me to get to know many students and members of staff over the years. No two days were ever the same and there were very few dull moments! I then transferred to the Principal’s Office, which enables me to support the School in a different way, with opportunities to develop and grow. The camaraderie among the staff is great and the School is always a hive of activity. ‘



Teacher

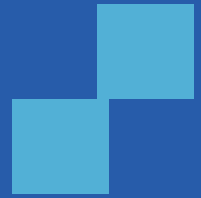
Flexible working benefits many staff at Ewell Castle, Teachers and Operational Staff. Working three days a week has helped me balance my work life and my family commitments. I enjoy the choice offered me so that I can have control over my working patterns, which offers me peace of mind and better mental health.



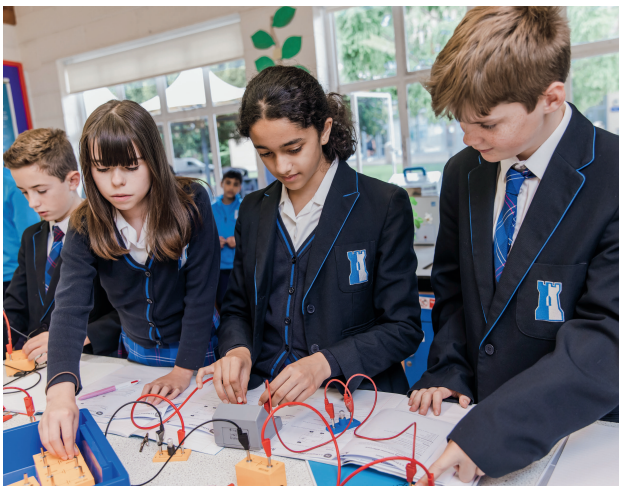
Assistant Head

I joined Ewell Castle in December 2020 as a part-time Geography teacher and soon became Head of Department, working with a wonderful team of like-minded Geographers. I took on the additional responsibility of House Coordinator, organising House events and enjoying the competitive camaraderie of House Competitions among students and staff! I am now the Assistant Head:Teaching & Learning. The supportive coaching approach and opportunities for my own professional development have been pivotal in ensuring I am well-equipped for the role. Alongside this, I have a personal passion for sustainability and have loved working with students and staff to create a more sustainable and globally aware school community

One School



Four Sites Within the ❤️ of Ewell Village



Located within the ❤️ of Ewell Village

- The Castle (Senior School & Sixth Form)
- Fizalan House (Sixth Form)
- Glyn House (Prep School)
- Chessington Lodge (Sixth Form)

- High-standard classrooms and learning spaces equipped with state-of-the-art technology.
- Well-equipped science laboratories for experiments and research.
- Computer labs with high-speed internet access and the latest software.
- Art studio and Design Technology workshop for visual and performing arts activities.
- Music Pavilion with recording studio and individual music teaching and learning pods
- Sports fields, 3 floodlit clay tennis courts, and sports hall.
- Music rooms with musical instruments and recording equipment.
- Prep School has large playing field, playground with netball courts and outdoor games.
- Onsite Forest School at the Prep School.
- Dining hall and Sixth Form Cafeteria.



EWELL CASTLE
SCHOOL



Where children thrive within a
progressive 21st century
education

Independent Co-Educational Day School 4-18 years

Church Street, Ewell, Surrey, KT17 2AW
Tel: 020 8393 1413

recruitment@ewellcastle.co.uk
www.ewellcastle.com