



BYRCHALL HIGH SCHOOL

**NEW SCHOOL**  
**NEW START**  
**NEW YOU!**



**CANDIDATE INFORMATION PACK**  
**SENDCO**

**THINK SMART | LOOK SMART | BE SMART**



May 2025

Dear Applicant

***New School, New Start, New You!***

***Looking for a new challenge? Why not join us?***

## **SENDCO**

At an exciting time in our journey towards outstanding, we are seeking a capable and enthusiastic SENDCO. The ideal candidate will be a suitably experienced, self-motivated and an enthusiastic individual who is capable of working under their own initiative and part of a team.

The main building of the school opened in September 2024, providing first class facilities including a dedicated SEND suite of rooms. The vacancy arises due to our existing SENDCO taking charge of a new SEND unit for Assessment and MLD/cognition, which is opening at the school

The position offers an excellent opportunity for candidates with vision to help inspire students as we move forwards in our new school.

Applications will be considered upon receipt and should be returned to the School Office by email to [dpark@byrchall.wigan.sch.uk](mailto:dpark@byrchall.wigan.sch.uk) by no later than **9.00am on Friday 6<sup>th</sup> June 2025**.

Please note: This advert may close early if the post is successfully filled before the advertised closing date. Early application is therefore advised.

We strongly encourage all prospective applicants to browse our social media channels which provide an insight into school life. Further information regarding working within our Trust can be accessed by using the following video link <https://rb.gy/oovvr4>

If you have any questions about this post, or wish to visit the school, then please do not hesitate to contact Mrs Anita Hudson, Assistant Head Teacher: [ahudson@byrchall.wigan.sch.uk](mailto:ahudson@byrchall.wigan.sch.uk)

Yours sincerely,

Mr A R Birchall  
Headteacher

**Instagram:** @byrchall1588 **X:** @byrchall



## GENERAL INFORMATION

Formerly the Ashton Grammar School, Byrchall High School is now an 11-16 co-educational Comprehensive School of 1000 students. The school takes its name from Robert Byrchall, the original founder of the school in 1588.

The school is governed by the Makerfield Academy Trust, which is a charitable company. The members of the Trust agree its visions and values. The Board of Directors set the strategic direction of the organisation, ensure the vision and values are upheld and ensure financial probity. The school has a Local Governing Body who oversees the leadership and management of the school.

The current Byrchall High School is a modern, forward looking establishment. We aim to be at the forefront of teaching and learning developments and are highly committed to CPD. Our emphasis on learning and achievement is allied to a strong moral and ethical dimension that reflects our founding principles. The school was judged as 'Good' in all areas by OFSTED in September 2022. They noted that the school has high expectations of what pupils should achieve, and it has a clear and ambitious strategy for school improvement. It said the pupils behave well around the site and that they have positive attitudes to their education.

Byrchall High School has a truly comprehensive intake, ranging from students who will go on to study at top universities to those who require additional support. All students are valued equally. Byrchall High School has a strong academic record.

Our students participate and achieve in a wide range of academic competitions including Debating and Public Speaking, the UK Maths Challenge, The Big Book Quiz, Engineering and Stem Challenges.

The school is situated on a very pleasant site on the outskirts of the small town of Ashton-in-Makerfield in the Wigan Local Authority. The school is opposite Haydock Park Race Course and very close to the junction of the A580 and the M6 motorway; it is, therefore, easily accessible from any number of directions and within easy reach of Manchester and Liverpool. The school's substantial new build programme opened in September 2024. This includes new sports facilities, drama studios, classrooms, dining facilities, Learning Resource Centre, Administration offices, SEN suite and specialist teaching rooms for Science, ICT, Product Design, Food, Art and Music





## WHY WORK AT BYRCHALL HIGH SCHOOL?

Working at Byrchall High School offers several compelling benefits and opportunities:

### **Modern Facilities**

**New Building:** The school recently moved into a brand new, state-of-the-art building, providing a modern and well-equipped environment for both teaching and learning.

### **Supportive Community**

**Collaborative Environment:** Byrchall High School fosters a supportive and collaborative atmosphere among staff, encouraging professional growth and teamwork.

**Professional Development:** The school is committed to the continuous professional development of its staff, offering various training and career advancement opportunities.

### **Student-Centred Approach**

**High Standards:** The school emphasises high standards of attainment and behaviour, creating a positive and focused learning environment.

**Diverse Curriculum:** Alongside core subjects, the school offers a wide range of courses, including Music, Drama, Food, Business, Graphics, Art, Product Design, Spanish, French, and Engineering

### **Extracurricular Opportunities**

**Rich Extracurricular Program:** Staff have the chance to engage with students beyond the classroom through various clubs, sports, and activities, fostering a well-rounded educational experience

### **Community Engagement**

**Local Impact:** Being part of the Wigan community, the school actively engages with local organisations and initiatives, providing staff with opportunities to make a meaningful impact in the community



## WORKING FOR MAKERFIELD ACADEMY TRUST

As the first Training School in the country Byrchall has a long rich tradition in providing high quality and bespoke professional development. The school takes great pride in the professional learning opportunities it offers staff at all levels. Joining Byrchall's learning community will provide you with full access to a well-established and forward-thinking network which strives to help you build a long and rewarding career across our Academy trust.

Byrchall is a strategic partner of the Generate Teaching School Hub and Learning Futures Teacher Training partnership. The Alliance works with a range of primary and secondary schools across Wigan to lead and deliver training and development. Whether you aspire to become a middle or senior leader, or the ambition to become an outstanding practitioner in your area of expertise, our Academy trust will provide you with unequalled access to a range of bespoke courses and qualifications. These courses include a suite of National Professional Qualifications (NPQs), Lead Practitioner (LP) and Expert mentoring. The academy trust takes a lead role in delivering these programmes across the partnership enabling our staff to gain accredited facilitator, expert mentor and coach status with some of the lead National educational providers. In addition, the academy trust oversees the development and provision for Early Career Teachers on behalf of the Local Authority accrediting body and takes a lead role in delivering the Early Career Framework enabling staff to gain relevant accreditation for facilitation and mentoring.

The Academy trust is proud of the close partnership it has with Edge Hill University providing access to a Masters Programme, Research Projects, the National SENCO award and a range of Level 6 & 7 accredited programmes. Some of our staff alumni have even progressed their career via this partnership going on to secure leadership roles within the Faculty of Education. In addition to these exceptional accredited programmes, the school leads Secondary Networks across each of the Subject Disciplines creating the opportunity to collaborate with teachers and leaders across Wigan, sharing up to date research, resources and working together to grow subject expertise, professional practice and personal development. This high impact model of professional development is replicated in school where all staff have protected timetabled time to meet. The trust actively encourages and organises best practice visits across all educational settings including primary, secondary, special and colleges sector.

Our aim is to help you achieve your ambitions more quickly. Our staff CPD programme is underpinned by the most recent and relevant educational research. The excitement of our new build will enable staff to continue to develop Modern and Innovative practice across all aspects of education.

We have a highly experienced team of leaders, mentors and subject specialists, who are all committed to supporting your career and develop. We look forward to receiving your application and discussing your career aspirations further at interview.



## SENDCO

### 1. INTRODUCTION

#### Job Purpose:

To provide professional leadership and management of staff within the SEND Department and wider school.

To be responsible for the day to day operation of and provision made for students with SEND.

To work with senior and middle leaders to monitor, evaluate and improve the quality of education and raise achievement across the school for students with SEND.

Ensure provision of appropriate, balanced, broad and personalised curriculum for students with SEND.

To work with senior and middle leaders to provide effective personal development, behaviour, attitudes and attendance of students with SEND.

To deliver high quality lessons as a teacher and secure outstanding progress and engagement for all students.

To support with the day-to-day management of the school.

#### Reporting to

Assistant Headteacher: Inclusion and Welfare

#### Line Managing

SEND Team plus other relevant personnel within school as directed by the Headteacher

#### Liaising With

The Senior Leadership Team, Lead Teachers, Inclusion and HOY Manager, Heads of Department and relevant staff with cross-school responsibilities, relevant non-teaching support staff, LEA, staff, parents, Governors, Partner Schools and all stakeholders (including other providers)

#### Salary Scale

1A

#### Working Time

Term Time only

#### DBS Disclosure Level

Enhanced



## 2. MAIN DUTIES AND RESPONSIBILITIES

- To manage the SEND staff team effectively.
- To lead the strategic development of the school's SEND provision and ensure effective implementation of policies related to SEND.
- Oversee and evaluate the effectiveness of SEND provision across the school.
- To ensure all statutory policies are carried out for students with SEND and LAC.
- To lead the creation of the SEND Development Plan and its implementation.
- To produce the SEND Information report annually and provide feedback to Governors as required.
- To develop strategies for raising achievement and achieving excellence with SEND students and LAC students.
- To develop a culture of personalised learning within the school.
- To implement the use of new and emerging technologies to support teaching and learning for SEND students.
- To develop strategies for ensuring inclusion, diversity and access.
- To use research evidence to inform teaching and learning.
- To implement strategies for developing effective teachers of SEND.
- Demand ambitious standards for all pupils, instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes.
- To work with middle leaders to support collaborative planning so teachers produce high quality lesson plans with supporting resources that meet the needs of students with SEND.
- To share best practice in curriculum planning so teachers learn from the effective practice of others.
- To monitor and evaluate academic and pastoral provision for students with SEND and LAC across school.
- To provide feedback and support Heads of Department to improve academic provision for students with SEND in the school.
- To provide feedback and support to Heads of Year to improve pastoral provision for students with SEND in school.
- To ensure all key documents and policies relating to meeting the needs of students with SEND are read, understood and acted on by all teaching and non-teaching staff.
- To work with middle leaders to monitor and evaluate the quality of teaching and learning to ensure it leads to high levels of progress, engagement and enjoyment for students with SEND.
- To provide regular training for all teaching staff on how to effectively meet the needs of students with SEND.
- To deploy Teaching Assistants to meet the Education and HealthCare Plans (EHCPs) and provide the most effective support for teaching, learning and engagement for students with SEND and other vulnerabilities.
- To use student voice to evaluate the impact of assessment on students with SEND.
- To monitor progress, behaviour, attendance and engagement using information on the School Information Management System (SIMS) and SISRA .
- To use assessment information and progress data to provide targeted support for students with SEND.
- To coordinate the provision of small group intervention lessons and mentoring by Teaching Assistants and Teachers to raise achievement, improve behaviour, attitudes and attendance of students with SEND.
- To lead the recruitment process for Teaching Assistants and ensure the effective induction of new staff in the department.
- To undertake Performance Management reviews for Teaching Assistants and Support Staff in the SEND Department.
- To ensure staff development needs are identified and that appropriate provision is in place to meet their needs.



- To promote teamwork and to motivate staff within the SEND department and staff working to support students with SEND across the school.
- To ensure effective and positive communication with parents of students with SEND, LAC and other medical vulnerabilities.
- To undertake referrals to outside agencies as required and work in collaboration with education, health and social care agencies.
- To organise effective transition for students with SEND and who are LAC.
- To deliver high quality lessons as a teacher and secure outstanding progress and engagement for students in own classes.
- To promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- To 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.
- To be aware of, support and ensure equal opportunities for all.

### 3. OTHER SPECIFIC DUTIES

- To play a full part in the life of the school community, to support its vision, mission and ethos and to encourage staff and students to follow this example.
- To undertake any other duty as specified in the STRB not mentioned above.

### 4. HEALTH AND SAFETY

- To undertake Health and Safety Training on areas within the designated work area
- To participate in first aid training and provide first aid support as and when required.

### 5. SCHOOL ETHOS

- Play a full part in the life of the school community, supporting its distinctive mission and ethos and encouraging staff and students to follow this example.
- Support the school in meeting its legal requirements for worship.
- Promote actively the school's corporate policies.
- Comply with the school's health and safety policy and undertake risk assessments as appropriate.

Please note: this job description provides an overview and may not cover all aspects of the job. The role may involve other responsibilities as reasonably expected from the Head teacher at short notice, commensurate with the grade and job title.



## PERSON SPECIFICATION

### SENDCO

QUALIFICATIONS	Essential	Desirable
Qualified teacher status or recognised equivalent	✓	
Hold the National SENDCO Award		✓
Evidence of continuous professional development		✓
Additional, relevant training and qualifications in safeguarding		✓

KNOWLEDGE AND SKILLS	Essential	Desirable
Proven success in improving SEND student outcomes within a school	✓	
Experience of managing teams, supporting and challenging at all times	✓	
Experience of working with LAC and working within the age range		✓
Ability to use/analyse assessment data to raise standards		✓
Show knowledge of current legislation, OFSTED framework, best practice, national trends and innovation		✓
Ability to efficiently and effectively manage administrative work	✓	
Ability to support staff and students in maintaining high standards	✓	
Ability to form good working relationships with staff	✓	
Ability to create a stimulating and safe learning environment		✓
Ability to promote a range of strategies aimed at raising SEND achievement	✓	
Ability to assess and record the progress of students' learning	✓	
Demonstrate a commitment to equal opportunities	✓	
Able to encourage children in developing self-esteem and respect for others	✓	
Ability to communicate to a range of audiences using a range of techniques	✓	
Knowledge of and/or ability to use technology to support student learning	✓	
QUALITIES	Essential	Desirable
Excellence at all levels and a determination to succeed	✓	
Achieving the highest standards of teaching and learning for all students	✓	
Motivate others to adopt a positive approach to education	✓	
Equality of opportunity for staff, students and all members of the school and wider	✓	
Promoting the school's vision and ethos	✓	
Establishing a high quality, stimulating learning environment	✓	
Ongoing relevant professional self-development	✓	
Ability to demonstrate sound and balanced judgement, decisiveness and flexibility.	✓	



STAFFING	Essential	Desirable
A commitment to equality of opportunity and fair treatment of all staff and pupils	✓	
A willingness to undertake training to complete training needs	✓	
An ability to identify training needs		✓

PERSONAL QUALITIES	Essential	Desirable
Tact and Sense of humour	✓	
Have a vision and the ability to innovate	✓	
Ability to cope resiliently and flexibly with the duties and responsibilities of the post	✓	
High levels of personal ambition, motivation, enthusiasm and commitment.	✓	
Commitment to meeting deadlines	✓	

CORPORATE RESPONSIBILITY	Essential	Desirable
Willingness to comply with the school's policies i.e. Equal Opportunities, Health & Safety	✓	
Willingness to continue personal development in relevant area	✓	
Willingness to participate in the staff review and development process	✓	

Byrchall High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.