

# The Bishop David Brown School



## Candidate Pack **SENDCO**

Location: **Woking, Surrey**

Start date: **September 2026**



# Welcome from the CEO

Our vision is to be a community where, by working in partnership together, we are able to deliver the best possible opportunities and outcomes for all of our students. Our motto – Excellence through collaboration – encapsulates our belief that co-operation and teamwork enable us all to grow and develop into the best version of ourselves.

Excellence is realised in many ways, not least through the achievements of the students in our schools. However, it is also seen through the relentless focus of our staff on delivering the highest standards of teaching, learning and student support which enable those successes to be accomplished. As a learning community we believe that every day presents a new opportunity to gain fresh insight and understanding and to implement newly acquired knowledge and experience for the benefit of all.

Our curriculum model has been designed to encourage the development of confident, independent, learners with the skills and comprehension necessary to succeed in an increasingly competitive world. In conjunction with the extensive enrichment opportunities provided by the schools within the Trust our students are able to grow in maturity and understanding.

We are an outward facing Trust with strong links in our communities where we engage in partnership work with many of our feeder primary schools. We have a particular specialism in the promotion of science and scientific discovery and regularly support the production and delivery of the primary curriculum in this area.

I hope that you will find the information in this document helpful and informative but please do get in touch for further information. I look forward to the opportunity to speak with you directly about working with us.

**Michael del Río**  
**Chief Executive Officer**



# Welcome from the Principal

A very warm welcome to The Bishop David Brown School, where we work together to enable all to excel.

We are an ambitious school; committed to the success of every student and dedicated to the ongoing development of our staff. Their passion, expertise, and unwavering dedication form the foundation on which our students thrive – both during their time at BDB and as they step confidently into futures filled with choice and opportunity. Every day, all our staff firmly commit to being the best we can be – because BDB students deserve the very best education within and beyond the classroom.

Our ambitious plans build on strong foundations of excellent learning opportunities, collaborating with others on exciting developments to foster an environment where everyone in our community can truly excel. Our philosophy is centered on the knowledge that for students to flourish, they must feel safe, happy, known and valued as individuals. The unique qualities that every individual brings to our community are celebrated, generating a deep-rooted sense of belonging at BDB.

You will find that our learning environment is truly impressive, with outstanding specialist facilities across all curriculum areas. Our curriculum resources and teaching practices are always evolving as we consider the latest research and evidence about how to support students in the most impactful way. With inclusive practice at the heart of our teaching, we ensure that all our young people are ambitious and active learners, with independent study skills and curious minds so that they are prepared for the diverse challenges of the future. Beyond the classroom, we have engaging enrichment activities that enhance every child's breadth of interest, continuing to support their personal development, identities and passions.

Above all, my ambition is for BDB to be a happy school where staff and students alike eagerly anticipate each day, confident in the consistent support, appropriate challenges, and enriching experiences that empower everyone to develop and excel. Whether you are a current or prospective family or staff member of BDB, I look forward to the opportunity to discuss further with you how our fantastic learning community enables all to excel.

**Ms C Venter MA(Oxon), PGCE, MEd, NPQH**  
**Principal**



# About Unity Schools Trust

Unity Schools Trust is a Multi-Academy Trust and was formed in September 2015 by the partnership of The Magna Carta School and Bishop David Brown School. The Trust is currently responsible for the education of over 1800 children supported by more than 230 staff. Our schools are located in Staines-upon-Thames and Woking

## **Ethos and Values**

The stated objective of Unity Schools Trust is to achieve ‘excellence through collaboration’. The Greek philosopher, Aristotle, believed that excellence came in both intellectual and moral forms. The Trust aims to instil a love of learning by the full engagement of all of its community students and staff- in the process of acquiring and applying knowledge. Furthermore, the Trust seeks to promote the development of positive ‘habits’ through a wide range of character building opportunities.

When combined, we believe that these two elements support the development of the whole person enabling us to be the best version of ourselves. Our vision is to be an outstanding learning community where together we learn to know, to do, to be and to live together.

## **Our Objective**

The Academy Trust’s primary objective, as stated in its articles of association, is ‘to advance for the public benefit education in the United Kingdom’. Unity Schools Trust is listed as a charitable company limited by guarantee at Companies House.

## **Partnerships**

A significant part of the Trust’s work is in the forging and development of partnerships with neighbouring schools. This includes primary liaison work and support for the provision of specialist subjects. The Trust’s work in fulfilment of its objective through collaboration involves sharing people, sharing resources, sharing ideas and sharing progress.

## **Services**

The Trust provides core support in a number of areas to all of its constituent academies including school improvement activities, finance, ICT, operations and HR.



# Why join our team?

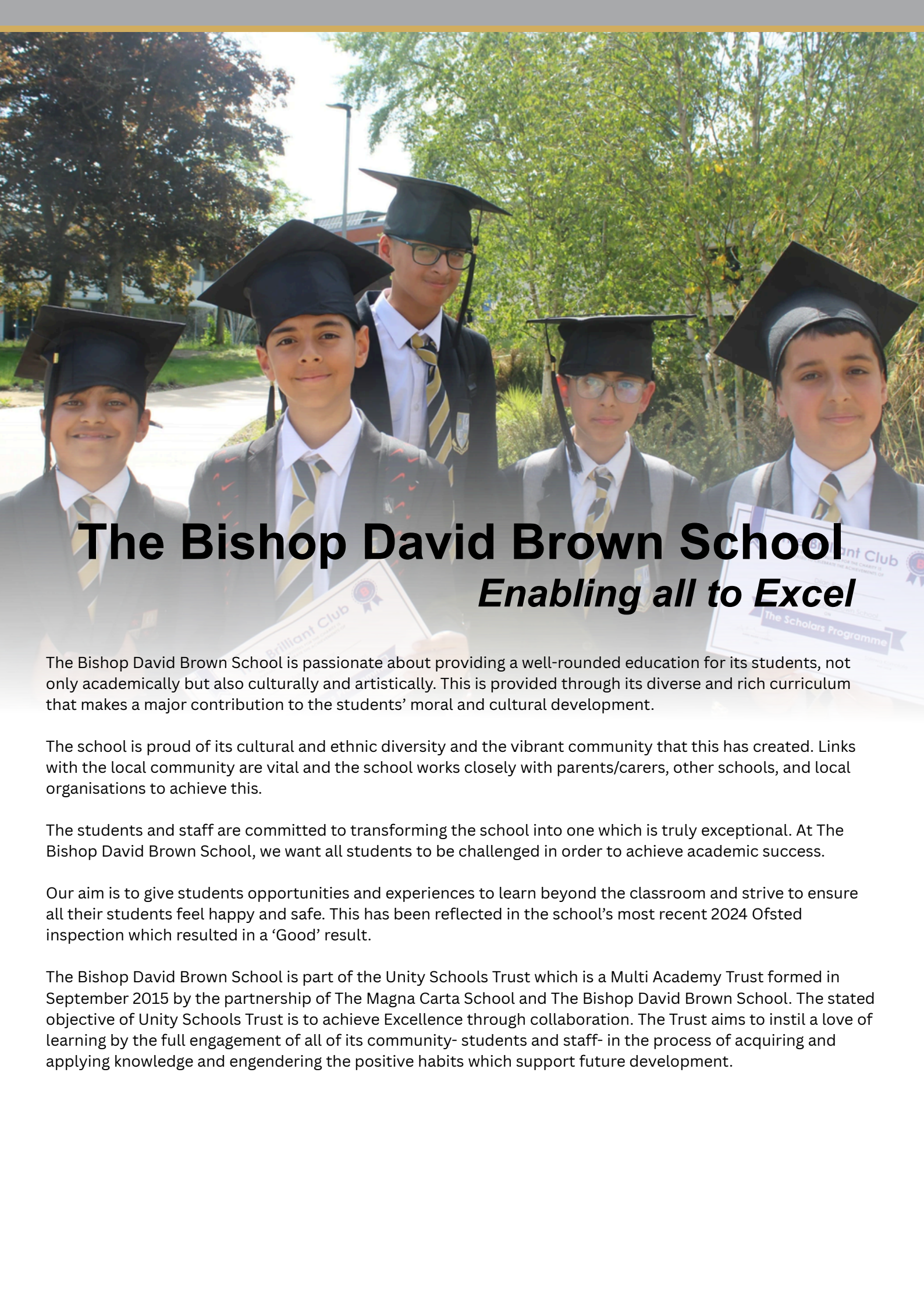
Our People Strategy broadly sets out a framework for building positive relationships with our workforce and developing an environment where staff feel valued, respected and appreciated making Unity Schools Trust an employer of choice. We have listened to our people and are building our benefits package further but currently at Unity Schools Trust, you will benefit from:

- Generous family friendly policies including generous maternity and paternity leave and pay.
- An additional allowance for running after-school enrichment activities
- Enrolment into the Teachers' Pension Scheme
- A two-week October half term
- Free use of the school gym at specified times
- Access to a wide range of learning and development opportunities including high-quality, evidence-based training across pedagogy.
- Opportunities to coach and mentor and be coached and mentored by skilled subject specialists
- Reward and recognition for innovation, commitment, improvement and dedication
- Access to our free and confidential Employee Assistance Programme
- Well-being days and weeks (but we are of course clear that wellbeing is a day-to-day experience too!)
- Supportive colleagues and managers working together towards a shared vision to achieve Excellence through collaboration for students and staff.
- Building on our shared values and ensure we have embedded a common culture across the Trust whilst respecting local identity.
- Access to an HR Hub which shares relevant documents, policies, guides for employees and managers, communications so that there is no ambiguity and we are able to ensure consistency across the Trust.
- Free on-site parking
- Free tea and coffee available in the staff room

All staff have a designated SLT Line Manager and are also able to seek support from our professionals in the Central Services Team as needed.

We offer bespoke guidance to our staff at all stages of their careers. All leaders are also supported to develop leadership skills through our 'Leadership Development Programme'.





# **The Bishop David Brown School**

## ***Enabling all to Excel***

The Bishop David Brown School is passionate about providing a well-rounded education for its students, not only academically but also culturally and artistically. This is provided through its diverse and rich curriculum that makes a major contribution to the students' moral and cultural development.

The school is proud of its cultural and ethnic diversity and the vibrant community that this has created. Links with the local community are vital and the school works closely with parents/carers, other schools, and local organisations to achieve this.

The students and staff are committed to transforming the school into one which is truly exceptional. At The Bishop David Brown School, we want all students to be challenged in order to achieve academic success.

Our aim is to give students opportunities and experiences to learn beyond the classroom and strive to ensure all their students feel happy and safe. This has been reflected in the school's most recent 2024 Ofsted inspection which resulted in a 'Good' result.

The Bishop David Brown School is part of the Unity Schools Trust which is a Multi Academy Trust formed in September 2015 by the partnership of The Magna Carta School and The Bishop David Brown School. The stated objective of Unity Schools Trust is to achieve Excellence through collaboration. The Trust aims to instil a love of learning by the full engagement of all of its community- students and staff- in the process of acquiring and applying knowledge and engendering the positive habits which support future development.

# Job description

This is a great opportunity for a talented, successful and committed leader to join our school and strategically lead our SEND provision at both Key Stage 3 and Key Stage 4 at a vital time with the national landscape of SEND Reform. The national focus mirrors our focus on inclusion and inclusive practice being at the heart of a school where every child is achieving and thriving. This pivotal role would also be informing the development of the Inclusion Hub within school, and working with all staff to support further development of adaptive teaching practises within every classroom.

Our new SENDCO will work closely with our staff team and the wider community to continue to promote a positive school culture that is deep-rooted in kindness and gratitude, so that all students, including those with SEND, consistently have a great learning experience.

We're looking for someone with:

- Recent, relevant professional leadership development
- The ability to develop and sustain successful relationships with pupils and colleagues
- The ability to take initiative, lead, motivate, inspire and support students to achieve excellence

If you are an organised individual who enjoys working in a dynamic environment and making a positive impact, then we strongly encourage you to visit the school for a tour to see us in action and to let us answer any questions you may have about this exciting opportunity.

At the heart of our ethos lies a profound commitment to fostering professional growth, nurturing collaboration, and facilitating career advancement. We strive to empower our team members to excel in their current roles while also paving the way for their future career progression.

The purpose of this role is to strategically lead our SEND provision at both Key Stage 3 and Key Stage 4, ensuring that all students are supported to meet our consistently high standards of behaviour, attitudes and progress.

You will work proactively with the Principal and the wider senior leadership team to deliver a great education for students.

**Job Title: SENDCO**

**Salary: £58,573 to £74,532 p.a.**

**L5 to L15** dependent on skills and experience

Permanent, full-time, term time from 1 September 2026



# Job Description - key duties

## Leadership:

1. Work in partnership with other leaders across Unity Schools Trust (UST) to develop and realise the Trust's vision of excellence through collaboration.
2. Support the successful delivery of the school's curriculum, ensuring that it meets the needs and aspirations of all students.
3. Lead on specific initiatives that raises the aspirations and attainment of students with SEND.
4. Implement strategies to ensure that SEND students are supported to make great progress.
5. Embed ambition and drive improvement across all areas of responsibility.
6. Be accountable for the progress that students with SEND make at school.
7. Draft policies and procedures relating to SEND, ensuring they take account of statutory requirements and or national and local priorities as well as lead their implementation.
8. Lead by example, setting high standards of leadership in support of excellent student progress.
9. Support the day-to-day management of the school by being a visible and impactful presence.
10. Ensure compliance with legal and statutory requirements and government guidelines relating to SEND provision.
11. Oversee the identification, assessment, and support of students with SEND, working closely with the pastoral team and relevant staff members.
12. Develop and maintain effective partnerships with external agencies, parents/carers, and other stakeholders involved in supporting students with SEND.
13. Oversee the creation of Pupil Passports and Individual Healthcare Plans and monitor their implementation.
14. Maintain an accurate SEND register on the school's information systems.
15. Work collaboratively with the senior leadership team and the Exams Officer to ensure that appropriate access arrangements for students are in place as required.
16. Support the school's transition programme to ensure that students with SEND have a smooth transition from primary to secondary school and from secondary school to post-16 pathways.



## **Job Description continued**

### **Learning:**

1. Support the leadership team to monitor and evaluate the school's quality of education and its impact on SEND students.
2. Promote strategies for raising the progress and achievement of SEND students, including strategic intervention programmes.
3. Support all staff in understanding the needs of SEND students, including disseminating great practice.
4. Make effective use of assessment data to monitor and promote SEND students' progress, identify and challenge any department variation and, alongside the leadership team, support teachers and department leads to be excellent practitioners with regards to adaptive teaching for SEND.
5. Lead by example and consistently model great practice in building students' resilience and a love of learning.
6. Encourage an ethos that promotes and enables close co-operation between colleagues and teams across UST and the school.
7. Contribute to planning a diverse and flexible curriculum in keeping with the Trust's inclusive ethos.
8. Support and co-plan learning experiences for SEND students which are linked to the wider community and take account of students' academic, spiritual, moral, social, emotional and cultural wellbeing.
9. Report national and local educational strategies and developments to all staff and Governors/Trustees as appropriate.

### **Growth and Development:**

1. In partnership with the senior leadership team, ensure that all staff are kept informed of the school's strategic objectives and core priorities relating to SEND through effective communication strategies.
2. Implement effective procedures, in line with statutory requirements and obligations, to safeguard students and staff at all times.
3. Contribute to the recruitment, induction and professional development of staff.
4. Support the implementation of a clear, consistent and meaningful performance management process across the school.
5. Take responsibility for one's own personal professional development, keeping up-to-date with developments related to your areas of responsibility.
6. Manage own workload, and that of others, to ensure an appropriate work/ life balance.
7. Engage in an introductory programme that incorporates safeguarding training.
8. In collaboration with your line manager, assume responsibility for your professional growth, staying informed about any changes relevant to your role.
9. Undertake suitable training to support the execution of 'specified work', fostering skills pertinent to your position.
10. Sustain a professional portfolio of evidence to support the Performance Management process, focusing on evaluating and enhancing your own practice.
11. Attend relevant team meetings and participate in discussions about online learning strategies.

## **Job Description continued**

### **Community:**

1. Liaise with other staff and external agencies to safeguard children and ensure their positive development, health and well-being.
2. Share the Trust and school's vision and ethos through assemblies, parents' evenings, achievement awards and other appropriate means.
3. Plan and deliver specific whole-school or whole-Trust training sessions related to the priorities of the post.
4. Ensure timely and professional communication with families and other stakeholders in all correspondence.

### **Environment:**

1. Ensure the range, quality and use of available SEND resources is monitored, evaluated and reviewed to improve the quality of education for all students and ensure value for money.
2. Contribute to the development of the school site to ensure it meets current and future needs within a sustainable framework.

### **Other duties:**

1. Carry out any other duties as may reasonably be required by the Principal/CEO.
2. Be aware of and adhere to all Trust and school policies and procedures.
3. Maintain confidentiality at all times.
4. Promote and safeguard the welfare of children and young people at the school.
5. Participate in supervisory duties as required and commensurate with the responsibilities of the post.
6. The responsibilities defined in this job description are undertaken within the context of your responsibilities as a Teacher as defined in the School Teachers Pay and Conditions Document.

Please note that this job description is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the SENDCO will carry out. The post holder may be required to do other duties as appropriate to the level of the role.

# Person Specification

Application Form – AF  
Interview – I  
References - R



Education and Qualifications	Essential	Desirable	How Assessed
NASENCO qualification or equivalent	✓		AF
Degree Level qualification	✓		AF
QTS Status	✓		AF
Relevant professional development over the last 2 years		✓	AF
Post Graduate qualification		✓	AF
Professional experience and knowledge			
A proven track record of success for all SEND groups	✓		AF, I
Demonstrable experience of working co-operatively with parents, teachers and other professionals	✓		AF, I
Experience of staff management and working as part of a team	✓		AF, I
Experience of transition for students with SEND	✓		AF, I
Experience of planning and delivering professional development to staff relating to SEND	✓		AF
Recent experience of teaching to KS4	✓		AF, I
Knowledge of current SEND legislation and statutory guidance	✓		AF, I
Evidence of working with subject areas to develop the curriculum for SEND students.		✓	AF, I
Evidence of having undertaken recent CPD appropriate to the post.		✓	AF
Skills and aptitude			
Excellent organisational, planning and interpersonal skills	✓		AF, I
Ability to take initiative, lead, motivate, inspire and support students to achieve excellence	✓		AF, I
Ability to ensure that technologies are used effectively to improve learning	✓		AF, I
Able to use a range of strategies for creating a positive climate for learning	✓		AF, I
Knowledge and understanding of current curriculum developments, particularly relating to SEND	✓		AF, I
Ability to inspire young people to learn and engage parents in supporting student learning	✓		AF, I
Sensitivity to the needs of families and professionals	✓		AF, I
Ability to build effective working relationships with a range of stakeholders	✓		AF, I
Knowledge of the barriers experienced by SEND students and how to remove these barriers to ensure success	✓		AF, I
Commitment to effective SEND practice and a willingness to respond to the needs of students	✓		AF, I
Successful experience of the line-management of colleagues, including a team of Teaching Assistants		✓	AF, I
Experience in managing access arrangements		✓	AF, I
Willingness to be involved in extended curriculum opportunities across the school		✓	AF, I

# Person Specification contd.

Application Form – AF  
Interview – I  
References - R



Personal qualities	Essential	Desirable	How Assessed
Ability to work collaboratively and effectively within a team environment	✓		AF, I
Able to liaise appropriately and sensitively with colleagues, students, parents and carers	✓		AF, I
A commitment to diversity and equality	✓		AF, I
A professional approach in all areas of work	✓		AF, I
A commitment to inclusive education	✓		AF, I
A commitment to the safeguarding of children and young people	✓		AF, I

Applications will be assessed in order of receipt and interviews may occur at any stage after applications are received. We would encourage you to submit an early application.

Unity Schools Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening, including checks with past employers and an enhanced DBS and barred list check.

We are committed to equality, diversity, and inclusion, and we want our workplace to reflect this. We welcome applications from people of all backgrounds and experiences and want to continue to build a workforce that reflects the community it serves. We make our recruitment decisions based on skills, experience, and potential.

We believe everyone should be treated fairly and with respect, regardless of who they are or where they come from. We aim to create an environment where people feel valued, supported, and able to do their best work and our People Strategy is being developed to further build that culture.

Candidates selected for short-listing should be aware that online searches may be done as part of the UST due diligence checks.

Closing date: Tuesday, 5 May 2026 (by 1 p.m.)

Interviews: week commencing 11 May 2026



The Bishop David Brown School  
Albert Drive  
Woking  
GU21 5RF



**UNITY**  
SCHOOLS TRUST

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