



Queen's College, London

Established 1848

Deputy SENDCo & Dyslexia Specialist Teacher

The Role

Reporting to: The SENDCo

The Neurodiversity and Adapted Learning Department at Queen's College provides support for pupils with a range of specific learning difficulties, including dyslexia, dyscalculia and dyspraxia, as well as pupils with ADHD, autism and other learning needs. Pupils at the College achieve strong academic results with the Neurodiversity and Adapted Learning Department playing a key role in this success.

Working closely with the SENDCo, the successful candidate will support the day-to-day operation of learning support and SEND provision across the College, whilst also working directly with students providing tailored one-to-one lessons for a wide range of needs. This is an exciting opportunity for an experienced specialist teacher looking to further develop their skills and experience, while remaining actively involved in student support.

Key Responsibilities

- Leading support for pupils with SpLDs, including dyslexia
- Advising colleagues on effective support for pupils with SpLDs and other neurodivergent profiles
- Taking day-to-day responsibility for the coordination and administration of Access Arrangements, under the oversight of the SENDCo, including maintaining evidence and records, liaising with relevant staff and the Exams team, and ensuring arrangements are implemented effectively
- Screening pupils for SpLDs and other learning needs
- Interpreting specialist assessment reports and communicating relevant findings to staff
- Planning, delivering and evaluating specialist one-to-one and small-group support for pupils with SEND, maintaining appropriate records
- Writing, reviewing and monitoring Individual Learning Plans
- Using data to monitor pupil progress and evaluate support

- Maintaining accurate SEND and Access Arrangements information on Provision Map
- Contributing reports to EHCP annual reviews
- Working with Admissions and colleagues to assess and plan support for new pupils and ensure a smooth transition into the College
- Communicating regularly and professionally with parents
- Liaising with schools, educational psychologists, health and social care professionals, and other external agencies
- Promoting pupils' inclusion in the wider school community and co-curricular activities
- Keeping up to date with developments in SEND research, guidance and legislation
- Supporting the pastoral care, safety and wellbeing of pupils
- Deputising for the SENDCo as required, overseeing the day-to-day operation of SEND provision and acting as a key point of contact during periods of absence
- Undertaking other reasonable duties commensurate with the role, as required by the SENDCo

All staff are expected to:

- Be aware of and committed to the ethos and values of Queen's
- Take an active role in the development and implementation of school policies and in the whole life of the school
- Ensure that there are equal opportunities for all
- Adhere to school policies and procedures
- Be fully committed to safeguarding and promoting the welfare of children

Person Specification

The successful candidate will be expected to demonstrate the following qualifications, experience, knowledge and attributes:

	Essential	Desirable
Honours degree	✓	
Qualified Teacher Status (QTS)	✓	
Level 5 qualification in Specific Learning Difficulties (SpLD)	✓	
Level 7 qualification in assessment	✓	
Experience and a good working knowledge of Access Arrangements administration	✓	
Membership of relevant SEND professional organisations		✓
Experience of teaching and providing individual specialist support across the 11–18 age range, including GCSE and A-level pupils	✓	
Evidence of relevant continuing professional development		✓
Excellent interpersonal and communication skills, with the ability to build positive relationships with pupils, parents and colleagues	✓	
Strong knowledge and understanding of different learning needs and current developments in SEND and neurodiversity	✓	
Ability to work flexibly and collaboratively across teams, including Admissions, Exams and IT	✓	
Strong organisational and administrative skills, with the ability to manage competing priorities effectively	✓	
Competence and confidence in the use of IT and relevant systems	✓	
Knowledge of, and commitment to, safeguarding and promoting the welfare of children and young people, including compliance with the College's Child Protection Policy	✓	

Terms and Conditions

- Permanent position
- Full-time
- Start date: January 2027 or earlier if possible
- The salary for this role will be competitive, dependent on qualifications, skills and experience
- Normal working hours: 0830 to 1605, Monday to Friday
- Free lunch in the Dining Hall during term time
- Healthcare insurance (taxable benefit)
- Defined Contribution pension scheme (up to 22% employer contribution)
- Wellness Allowance
- Cycle to Work Scheme
- Employee Assistance Programme

Queen's College, London is committed to safeguarding and promoting the welfare of children; applicants must be willing to undergo the requisite pre-employment procedures, including checks with past employers and the Disclosure and Barring Service.

During the shortlisting process, Queen's College, London will consider carrying out an online search on shortlisted candidates as part of its due diligence.

This post is 'exempt' from the Rehabilitation of Offenders Act 1974; all shortlisted applicants will be required to declare:

- *All unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974*
- *All spent adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020*

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Further guidance on disclosure can be found [HERE](#).

Queen's College, London recognises the positive value of diversity, promotes equality and challenges discrimination. We welcome applications from people of all backgrounds.