



Etonbury Academy
Application Pack
Assistant SENDCo
(Non-Teaching)





ETONBURY
ACADEMY



Welcome to Etonbury Academy

Our Vision

Etonbury is dedicated to delivering excellence in education. Our staff nurture well rounded, confident and responsible young people of whom we can all be proud. Individuals who have been inspired to achieve more than they ever believed possible. In partnership with families and the community, our goal is to create relevant learning opportunities for pupils- both inside and outside the classroom - that help learners develop knowledge and skills that enable them to become critical thinkers, who are prepared to make meaningful contributions to their local, national and global communities.

We do this by providing a welcoming, happy, safe and supportive environment in which everyone is equal and all achievements are celebrated. All staff members at Etonbury are fully committed to this vision.

The ETA Way

Everyone is respectful

Together we care

Always Aim Higher



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www.bestacademies.org.uk



INTRODUCTION

Welcome to Etonbury Academy and the Bedfordshire Schools Trust. Thank you for expressing an interest in our current vacancy.

We have collated this application pack to provide you with all the information you should need to enable you to apply for this role.

However, if you would like any further information or would like to make a visit to our academy, please contact:

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Etonbury Academy

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www.etonbury.org.uk



ABOUT ETONBURY ACADEMY

Etonbury Academy is an extended secondary school with over 1150 pupils, located on the edge of the town of Arlesey, close to the Bedfordshire/Hertfordshire border and excellent train links to London. We provide a broad and extensive curriculum for children aged 9 to 18 years, including Sixth Form. **We are delighted to achieve consistently high GCSE results and have just celebrated an outstanding set of A-Level results in our Sixth-Form.**

We are a local school with a global outlook, preparing young people for the future. Our facilities, resources and specialist teaching are second-to-none. So too is our commitment to pastoral care.

This is a place where every child is safe, secure and supported. Every single member of our learning community – students, staff and parents – are part of our success story.

Our younger students join us in Year 5 at Etonbury Juniors, and move up to our secondary school in Year 7. With separate buildings for junior, secondary and Sixth Form, we provide a nurturing environment for all pupils to receive an excellent Etonbury Experience. We know our children, and together we make Etonbury Academy a school to be proud of.

We provide professional development for aspirational staff and access the teaching school, colleges and Apprenticeship Levy to make this happen. Our proven track record gives you every reason to consider Etonbury as the right school for you.

In our most recent Ofsted report (April 2025) inspectors said the following:

“Etonbury Academy is a welcoming and nurturing place to learn. Pupils enjoy coming to school and attend regularly. They value the warm, supportive relationships they build with staff. This helps them to feel safe, cared for and known as individuals. Pupils behave with great courtesy and respect. They hold doors open, listen carefully to each other in conversations and demonstrate consistently high levels of kindness towards others.”



ABOUT BEST

The Bedfordshire Schools Trust (BEST) is a multi-academy trust providing exceptional education across our community of 11 schools and five nurseries.

Since forming in 2016, we have grown significantly into one of the largest single employers in Central Bedfordshire.

We now educate more than 8,000 children across the area, from nursery age to advanced level study, and have over 700 members of staff.

It is our aim to grow the BEST in everyone, and everything we do is driven by our values. We will:

- Always put children first
- Collaborate to support and compete to challenge
- Provide community-based provision
- Have the courage to be compassionate

Our aims can only be achieved if we recruit, retain and develop the highest quality workforce – and we want those we employ to be valued in the workplace.

As a single employer, we are able to offer all our staff a fantastic range of benefits, including an excellent working environment, opportunities for career development and training, and discounts and deals that will help save you money.

Full details can be found in our BEST People staff benefits brochure, available for download from our MyNewTerm careers page, or on our website at

www.bestacademies.org.uk/jobs

A primary-secondary model of education is being established to replace the current three-tier system in Central Bedfordshire, more schools are looking to join us as we seek to grow further, and performance across all key stages continues to improve.



HOW TO APPLY

We use an application form, rather than asking for CVs, for all vacancies. This ensures all applicants present their information in the same standardised format and tell us only what we need to know.

Apply online via the MyNewTerm website at www.mynewterm.com before the closing date.

BEST is an equal opportunities employer and we are committed to encouraging equality, diversity and inclusion among our workforce.

We are committed to safeguarding and promoting the welfare of children. All offers of employment will be subject to satisfactory pre-employment checks and references, including enhanced Disclosure and Barring Service (DBS) clearance.

Strictly no agencies.

We look forward to receiving your application.



JOB DESCRIPTION AND PERSON SPECIFICATION

JOB TITLE:	Assistant SENCo
BASED AT:	Etonbury Academy
RESPONSIBLE TO:	Assistant Principal (SENCo & Inclusion)
SALARY:	4A pt 11-15
HOURS:	37 hours, Term-time only (incl 5 training days)

JOB PURPOSE

To assist with the day-to-day running of the SEND provision, driving improved standards of achievement and inclusion for students with additional needs. The postholder will support the review, evaluation and implementation of strategies to meet student needs, ensuring practice aligns with government guidance, the SEND Code of Practice, and local authority requirements.

The Assistant SENCo will work under the direction of the Assistant Principal (SENCo & Inclusion), to liaise with pupils, parents/carers of those pupils being supported by the SEND/Inclusion team

MAIN DUTIES AND RESPONSIBILITIES

- Support students with a range of SEND both inside and outside the classroom.
- Provide comprehensive administrative support to the SENCo and (SEND/Inclusion) team including preparation of correspondence, reports and documentation.
- Maintain accurate and confidential records relating to SEND, examinations and student support, including data input and tracking of targeted pupils.
- Support the administration of diagnostic tests, assessments and statutory examinations, ensuring compliance with examination board and SATs regulations.
- Liaise with teaching staff, parents and external agencies regarding examinations, access arrangements and student support needs
- Deliver targeted intervention teaching to individuals or small groups of students, as required, to ensure access to the curriculum and progress towards academic targets.
- To work with the SENCO to supervise and direct Teaching Assistants, contributing to effective deployment and practice.
- Coordinate assessments and support for students with EHCPs in line with the SEND Code of Practice.
- Complement teachers' delivery of the curriculum and contribute to the development of support staff, students, and school policies and strategies.
- Work collaboratively with teaching staff, supporting the planning cycle and the preparation and management of resources.
- Follow guidance and direction from the SENCo, Subject Leaders and teaching staff.
- Provide in-class support for students whose needs or behaviour present barriers to learning, supporting both individual progress and whole-class learning.
- Support staff in maintaining positive behaviour, including following up incidents in line with school policy.



- Contribute to securing the strategic vision of the academy and Trust, supporting the delivery of high-quality inclusive education.
- Support the development of a professional culture of high expectations in which students feel safe, valued and motivated to succeed.
- Provide consistent day-to-day support to ensure all stakeholders are able to remain focused on securing strong outcomes for students.
- Undertake additional responsibilities, commensurate with the role, to support the smooth running of the academy.
- Undertake training to become a qualified Exams Access Arrangements assessor and, once qualified, lead on exams access arrangements for students with additional needs.
- Assist with the organisation, secure storage and stocktaking of SEND resources and examination materials
- Take minutes of meetings as required, including SEND and whole-school briefings.

CONTRIBUTION TO THE WIDER LIFE OF THE ACADEMY

- Developing the aspirations and self-belief of all students, securing high-quality learning, progress and outcomes.
- Building and sustaining positive partnerships with families and external stakeholders to support student development.
- Contributing to effective planning for academy improvement.
- Supporting the efficient and effective use of resources.
- Developing strong, productive working relationships with a wide range of stakeholders.

SUPPORTING THE SENCo

- Lead on Teaching Assistant timetabling, including coordinating cover when team members are absent.
- Lead on the administration and organisation of break-time and lunchtime provision for students with SEND.
- Coordinate updates to SEND student profiles and support the monitoring of targeted students.
- Contribute to the evaluation of interventions and support programmes by providing regular feedback to teaching staff.
- Lead on Annual Reviews for students with EHCPs, in line with statutory requirements.
- Lead on the gathering of evidence and assessment for exams access arrangements and liaise with the Exams Officer to ensure appropriate support is in place.

SAFEGUARDING

Safeguard and promote the welfare of children and young people and work in accordance with the academy's safeguarding and child protection policies at all times.

Please note, while every effort has been made to explain the duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from the BEST

Principals to undertake work of a similar level that is not specified in this job description.



PERSONAL SPECIFICATION

Deputy SENDCO

	Essential	Desirable
Qualifications	Educated to GCSE level (or equivalent) with English and Maths at grades A*-C	A level / NVQ level 3 Graduate considering teaching as a career HLTA qualification Further training related to SEND
Skills and experience	Understanding of the educational system and education needs of children Strong administrative and organisational skills, with experience of maintaining accurate, confidential records. Ability to use data to monitor, evaluate and report on the impact of SEND interventions and support strategies Ability to work collaboratively with teaching staff, parents/carers and external professionals to secure effective support and positive outcomes for pupils with SEND	Experience of working with students with ASD and/or ADHD Willingness to acquire first aid qualification Understanding the Code of Practice and Central Bedfordshire Response. Experience of working with external agencies (e.g. Educational Psychology, CAMHS, Speech and Language Therapy) and contributing to professional reports or meetings
Personal Attributes	Ability to work effectively as a member of a team Ability to communicate effectively with children and adults. Ability to work on own initiative Able to demonstrate high standards of integrity, confidentiality and reliability Flexible approach to adapt to changing environment Willingness to undertake appropriate further training Ability identify and meet the needs of pupils	Confident and professional in engaging with parents/carers and external agencies, including contributing to meetings and formal discussions Resilient and solution-focused, able to manage competing priorities and respond calmly to the demands of a complex SEND role
Other	Appropriate DBS clearance, references and checks (before the post is taken up)	

BEST is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This position is, therefore, subject to a satisfactory enhanced Disclosure and Barring Service application.

