

Assistant SENDCo

Closing Date Monday 15th June 2026

Interview Date Friday 19th June 2026



MOSAIC
LEARNING TRUST

Raising Aspirations,
Empowering Futures



**Candidate
Information Pack**

WELCOME TO THE MOSAIC LEARNING TRUST

It is with great pleasure that I introduce you to Mosaic Learning Trust and I hope this information will enable you to decide on your suitability to join our journey and become part of our growing team. As a Trust, we are determined to challenge our students inside and outside the classroom to strive for individual excellence and to achieve the highest academic standards. Our Trust is committed to supporting every student to develop to their full academic potential whilst experiencing a wide and exciting range of opportunities to equip them with the skillset for a successful future as rounded, mature and confident members of modern society.



Aspirational Learning

We aim to *Inspire Excellence* and *Unlock Potential* by creating high expectations and providing personalised learning opportunities for our children.



Empowering People

We Value Every Voice and *Nurture Every Talent*. We prioritise wellbeing, inclusivity, and active community engagement, ensuring that each person feels respected, nurtured and supported.



Collective Ambition Our belief that *Together We Achieve More*. Through sharing resources, and expertise we support each school within the trust, encouraging staff learning and enhancing outcomes for children.



I am very proud of the Trust, its students, staff and Trustees. Education at Mosaic provides much more than exam excellence. It aims to develop and nurture our children to take their place as caring and confident young people in the outside world. Our staff have opportunities to engage in high quality Continuous Professional Development, and all staff have access to our supportive, well-being packages. We would like to invest in the long-term career of an exceptional candidate and would welcome visits from prospective applicants.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Neil Moore'.

Neil Moore
Chief Executive Officer



SCHOOL WELCOME



**Standish Community
High School**

June 2026

Dear Applicant,

Welcome to Standish Community High School.

Thank you for considering an application to the permanent position of Assistant SENDCo at Standish Community High School. I am happy to recommend Standish Community High School to you as a high performing, vibrant, caring and forward-thinking school – where the academic achievement and personal development of each student go hand in hand.

As a school we are committed to the highest levels of academic achievement, personal growth and lifelong fulfilment. Over the five years, our students make considerable strides towards adulthood – for them to achieve this all our students follow ‘The Standish Way’ and are encouraged to become Successful Learners, Confident Individuals and Responsible Citizens.

Our school has a strong sense of community, purpose and belonging. We value our students and recognise that success looks and feels different for each student. However, what is consistent is our team of passionate, enthusiastic, caring and committed staff who work relentlessly in pursuit of excellence for the students and community we serve.

At Standish Community High School, we have a strong commitment and belief in developing staff at all levels. We seek to recruit and retain colleagues whose drivers match our school ethos and are committed to their own personal development. Successful candidates will receive a high-quality induction, appraisal, continuous development programmes and opportunities to contribute to whole school projects.

We are also delighted to share that the school was inspected by Ofsted in February 2026 under the renewed inspection framework, achieving ‘expected’ outcomes across all evaluation areas. The report celebrates many of the school’s strengths, highlighting the positive and respectful relationships between students and staff, the consistently high expectations for behaviour and achievement, and our unwavering commitment to excellence in teaching and learning. It reflects the dedication of our staff and the pride our students take in their work and community, and it affirms our continued drive to ensure that every student succeeds and thrives.

I hope you find this application pack helpful in making your decision to apply for this exciting career opportunity. I would like to thank you for your application, investment of time and - whatever the outcome – I wish you well in the future.

If you have any questions for us, do get in touch, we are always here to help.

Yours faithfully,

Mrs L Barker
Headteacher



ABOUT OUR SCHOOL



Standish Community High School

Standish Community High School is a thriving 11-16 school, set on an extensive and well-resourced campus in Standish, Wigan. We are a vibrant, caring and forward-thinking school, where the academic achievement and personal development of each student go hand in hand. We are committed to the highest levels of academic achievement, personal growth and lifelong fulfilment. Our motto, 'Be Outstanding', captures our belief that all of our students deserve the very best education and opportunities that enable them to flourish and grow in confidence. We are determined to help them develop skills and expertise and to become happy, well rounded and successful individuals.

Our Motto:



Successful Learners



Confident Individuals



Responsible Citizens

Be Outstanding

Our Vision

We seek to be recognised as a school that secures excellence in academic achievement, personal growth and professional development. We focus on the needs of the individual through a commitment to every student, every subject and every grade. We believe that there should be no ceiling on ambition and that potential can be realised in all our students, irrespective of background or ability. We aspire to place a deep sense of care and support at the heart of our school.

Our Aims:

- To ensure our students become conscientious and resilient so that they thrive as learners
- To prepare students for 21st century adulthood through the provision of a broad and balanced curriculum
- To be recognised as a centre of excellence for teaching and learning
- To flourish as an inclusive school that prepares our students to be responsible citizens
- To ensure that all pastoral structures and systems of support are designed to help students be confident with high self esteem
- To recognise leadership at all levels and across all areas of school life
- To equip our students to have the skills and emotional intelligence to be able to adapt and succeed in an ever-changing society.

“Pupils feel happy and safe at Standish Community High School.” OFSTED



MOSAIC LEARNING TRUST

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June 2026

Dear Applicant,

Assistant SENDCo – Permanent Contract

Many thanks for your interest in the above position. Please find enclosed the following documents:

- Job Description
- Person Specification
- Application Process

Standish Community High is advertising for a permanent Assistant SENDCo to commence employment from 1st September 2026.

The successful candidate will work with young people who experience a barrier to their learning and supporting to remove this alongside the pupils, teachers, external professionals, and families. This post is vital in supporting pupils with additional needs throughout our school. The role complements the work carried out by the SENDCo to ensure that statutory requirements are completed according to timescales.

The working hours will be 37 hours per week, term time plus 2 weeks, 8.15 a.m. until 4.15 p.m. Monday to Thursday and 8.15 a.m. to 3.45 p.m. on Fridays.

This full-time role will be based at Standish Community High School, however as we are part of the Trust, there may be occasions when you will be required to work at other schools within the Trust.

We encourage applicants to apply through [MyNewTerm](#). Applicants can also apply through [Teacher Vacancies](#) or by filling in the Trust's application form found on the [School Website](#) or on the [Home | greater jobs](#) website. Late applications will not be considered. Completed application forms should be forwarded by email to: recruitment@standishchs.wigan.sch.uk

Applications will be considered as soon as they are received, and the closing date will be Monday 15th June 2026. Interviews are scheduled to take place Friday 19th June 2026. Online searches will be carried out on shortlisted candidates (in line for the KCSIE 2023 guidance).

Any offer of employment is subject to a satisfactory enhanced criminal record check with barred list check through the Disclosure and Barring Service (DBS), medical clearance, references, and verification of qualifications satisfactory to the Trust.

Yours faithfully,

Miss R Atherton
Trust H.R. Manager

JOB DESCRIPTION



INTRODUCTION	
Post Title	Assistant SENDCo
Status	Permanent
Purpose	To work under the guidance / instruction of designated teaching/senior staff to undertake work/care/support programmes, to enable access to learning for students and to assist the teacher in the management of students and the classroom. Work may be carried out in the classroom or outside the main teaching area under the guidance of teaching staff.
Line Management	SENDCo
Responsible for:	LSA2 / LSA3
Liaising with	SENDCo, Nominated SLT Link, pastoral support, teaching staff, support staff, students, parents / guardians / carers, external agencies
Working time	37 hours per week working term time plus 2 weeks 8.15 a.m. to 4.15 p.m. Monday to Thursday 8.15 a.m. to 3.45 p.m. on Fridays
Salary/Grade	Grade 6 SCP 14-20 (£29,539.97- £32,596.75) Actual salary £26,174.85 - £28,883.41 per annum dependent on current point and continuous service
Disclosure Level	Enhanced
Conditions of Employment	No holidays are permitted during the 190-day teaching year.
Main Duties / Job Outline	<p>Responsibilities</p> <ul style="list-style-type: none"> • Coordinate, manage and implement Exam Access Arrangements. Communicate with the exams officer to ensure appropriate provision is in place. • Support with the school's statutory obligations in relation to pupils with Education Health and Care Plans, including liaising with external agencies, parents, and professionals. • Identify and respond to individual need through the delivery of alternative qualifications and / or intervention sessions to meet academic, social, and emotional needs. • Support vulnerable pupils to transition between KS2-3, KS3-4, and KS4-5 through a comprehensive programme, including effective CEAIG where required. • To assist with pupils personal needs including toileting, hygiene, dressing, eating and providing minor medical support when required. • Keep up to date with developments of resources to enable vulnerable pupils to engage with the curriculum, including the use of assistive technologies. • Coordinate a programme of afterschool support for pupils which consolidates and extends the school's provision. <p>Support for teachers</p>

- Ensure that IEPs are updated and communicated to teaching staff, including advising staff on how learning activities can be adapted to meet individual pupil's needs.
 - Act as a point of contact for teachers for advice and support around SEN, wellbeing, and social emotional mental health for pupils. Where required provide relevant training opportunities for teachers.
 - Circulate updated information from professionals, parents and pupils to teachers when required.
- Support for home**
- Liaise with parents to keep them fully informed about their child; coordinating and contributing to meetings and workshops where required.
 - Build positive relationships with home and act as a key contact for parents / carers for vulnerable pupils.
 - Where required, support families to increase attendance and punctuality of pupils. Develop strategies for increased attendance which can be shared with families.
- Support for the school**
- Advise on the appropriate deployment and use of resources to enhance learning activities, taking into consideration developing technology and the needs of individual students.
 - Liaise with relevant external agencies to meet the needs of students.
 - Ensure relevant documentation is completed and submitted to meet statutory and legal timeframes
 - Lead on the annual cycle of statutory meetings and ensure that this is coordinated to external agencies and families. Build and maintain strong relationships with external agencies.
 - Liaise with wider teams across school to ensure outstanding pastoral care is in place for vulnerable pupils, including the completion of home visits where required.
 - Contribute to the financial planning and the effective use of funds for vulnerable pupils.
 - Use a range of data to track and monitor the progress of vulnerable pupils. Where required, proactively liaise with staff across school to implement support packages.
 - Support the Senior Leadership Team with the implementation of the behaviour policy through the use of the 'on-call' system.
 - Be a lead professional in relation to effective safeguarding processes and policies, completing enhanced safeguarding training regularly.
- Supervision of staff**
- Be responsible for the effective deployment of support staff.
 - Take part in the recruitment, induction, training and mentoring of support staff.
 - Coordinate regularly to team meetings / briefings and ensure that the team are made aware of whole school developments as well as providing a platform for professional development.

Health and Safety Training

- To undertake Health and Safety Training on areas within the designated work area
- During fire evacuations be responsible for accounting for staff / being a fire marshal and follow procedures explained in the Fire Safety and Evacuation Procedures Policy

Other Specific Duties	<ul style="list-style-type: none"> • To carry out the duties in the most effective, efficient, and economic manner available • To continue personal development in the relevant area • To participate in the staff, review and development appraisal process • To support the development and promotion of an image that is consistent with the aims of the school • • To support with the school duty rota as directed through whole school systems and other generic duties. • Be aware of and comply with policies and procedures relating to child protection, security, confidentiality, and data protection, reporting all concerns to an appropriate person • Commitment and support to ensure equal opportunities for all • Contribute to the overall ethos / work / aims of the school • Appreciate and support the role of other professionals
School Ethos	<ul style="list-style-type: none"> • 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 • Promote actively the school's corporate policies • Comply with the school's health and safety policy and undertake risk assessments as appropriate

SIGNATURES

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and following consultation with you, may be changed to reflect or anticipate changes in the job requirements, which are commensurate with the job title and grade.

Whilst every effort has been made to explain the duties and responsibilities of the post each individual task undertaken may not be identified. Employees are expected to comply with any reasonable request from the Headteacher / SLT link to undertake work of a similar level that is not specified in this job description.

Signed
(Assistant SENDCo)

Signed
(Headteacher)

Dated
(Assistant SENDCo)

Dated
(Headteacher)

SAFEGUARDING OF CHILDREN AND YOUNG PEOPLE

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

PERSON SPECIFICATION



	Essential / Desirable
EXPERIENCE	
Experience of preparing and delivering resources (age and ability appropriate) to engage with students who are vulnerable and contribute to their learning objectives	E
Experience of effectively using ICT to support the learning of students	E
Experience of developing and implementing Individual Education Plans, Support Plans and Behaviour Plans for students Experience of dealing with parents/carers and outside agencies	E
Experience of evaluating and preparing feedback on students' academic achievements and progress, effort and social development, to contribute to the overall feedback produced by the class/subject teacher and teachers	E
Experience of working with students of different abilities, and adapting own approach and learning resources in accordance with students' needs and identified learning styles	E

TRAINING & QUALIFICATIONS	
Meet Higher Level LSA standards or equivalent qualification experience / comparable level of experience or willingness to work towards qualification	E
Training in the relevant strategies or a willingness to undertake such training	E
ILM (NEBS) or equivalent supervisory experience	D
3 x GCSE - Maths & English to Grade C or above (or equivalent recognised qualification)	E
Willingness to undertake further relevant training	E
Willingness to undertake basic first aid training/training in specific medical procedures	D

KNOWLEDGE & UNDERSTANDING	
Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post	
Full working knowledge of the policies/codes of practice/legislation relevant to the role, including the promotion of students' welfare	E
Understanding of the Graduated Approach to supporting children and young people with SEND	D
Full working knowledge of the SEN Code of Practice	D
Knowledge of implementation of the national/foundation stage curriculum and other relevant learning programmes/strategies	E
Effective use of how to use ICT to support learning	E
In-depth understanding of child development their learning styles and cognitive processes	E
Understanding of statutory frameworks relating to teaching	E
Knowledge of a range of strategies to promote good behaviour and establish a purposeful learning environment	E
Knowledge of physical, intellectual, emotional, and social development of children (PIES)	E
Experience of working with learning resources and helping with their preparation to support learning programmes	E
Ability to self-evaluate learning needs and actively seek learning opportunities	E

PERSONAL SKILLS, ABILITIES AND COMPETENCIES

Applicants should be able to provide evidence that they have the necessary skills and abilities required

Interpersonal skills to build and maintain successful relationships with students, treat them consistently with respect and consideration, and to demonstrate an interest in their development as learners	E
Communication skills to liaise sensitively with parents/carers, fostering their interests in their child's development and activities of the school (Key Worker Role)	E
To demonstrate and promote the positive value, attitudes, and behaviour you expect from students with whom you work	E
Creative skills to prepare and design learning activities which relate to the National Curriculum, engage and stimulate students and are appropriate to the different abilities of all students	E
Teamwork skills to work collaboratively with colleagues and to carry out your role effectively knowing when to see help and advice	E
Effective organisational skills to work under pressure to complete tasks to potentially conflicting deadlines	E
Ability to organise, lead and motivate a team	E
Ability to manage performance of a team and to identify training needs	E
To work flexibly as the workload demands	E
Occasional out of hours working to support school functions/events/activities	E
Ability to work in accordance with the school's health & safety policies	E
Professional attitude and a positive role model for staff	E
Ability to work confidentiality and be tactful and diplomatic	E

PERSONAL QUALITIES

Integrity, professionalism, and diplomacy	E
Honest and trustworthy	E
Tact and a sense of humour	E
A personal and friendly nature	E
Excellent attendance	E

APPLICATION

Accurate completion of school or online application form	E
Letter which addresses person specification, evidence in letter and application	E
High standards in spelling and writing	E

LEGAL ISSUES

Legally entitled to work in the UK	E
Enhanced DBS Clearance	E
Valid UK Driving Licence, access to a vehicle with business insurance	D

STAFF BENEFITS



Pension

The Trust offers an excellent pension scheme with the Local Government Pension Scheme and Teachers Pension Scheme, which you can join from your start date.

Trust Inset Days

The Trust offer additional Inset days to give staff non-contract time for additional training, CPD, preparations, department time, leadership time etc.

Wellbeing

The Trust is committed to your wellbeing and offers a range of support services, including an Employee Assistance Programme (EAP), Occupational Health support, and access to wellbeing services through the Schools Advisory Service. We also provide free flu vaccinations and eye care to help you stay well.

Salary

The Trust offer competitive salaries for teaching staff in line with the School Teachers Pay and Conditions Document and for school support staff in line with the National Joint Council.

Learning & Development

The Trust values continuous learning and development to help meet future challenges. We provide tailored support for Early Career Teachers through trained mentors, Teaching School Hubs, and dedicated time for professional growth. Staff also have access to flexible online training via the National College. Career progression is encouraged, with opportunities to move between schools and central teams.

Additional Benefits

Generous holidays for support staff, enhanced contractual sick pay, a cycle to work scheme and discounted gym memberships.



HOW TO APPLY



Arranging a Visit:

Candidates wishing to visit the school or arrange a telephone discussion can contact Charlotte Davies, HR Administrator, who will arrange a suitable time: 01257 478733

Key Dates

Advertising date: 8th June 2026
Closing date: 15th June 2026
Short listing: 15th – 16th June 2026
Interview date: 19th June 2026

To apply for this role, please visit [MyNewTerm](#), [Teacher Vacancies](#), [Home | greater jobs](#), or the [School Website](#).

In line with Safer Recruitment guidelines, we will be taking up references in advance of the interviews and taking them into account throughout the interview process.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and adhere to the school's child protection policies and procedures ([link to policies](#)). Enhanced checks through the Disclosure and Barring Service (DBS) will be required for this post.

The post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulation and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations and is also subject to medical clearance.

More information about the school can be found on the website www.standishchs.org.uk

When completing your application, please ensure that all sections are completed, gaps in employment history are accounted for and details of awarding bodies included. You should refer to the job description and person specification to guide your application. Your supporting statement should be no more than 2000 words. Please note that late applications will not be considered.





CONTACT US



01257 422265



recruitment@standishchs.wigan.sch.uk



www.standishchs.org.uk



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