

Bancroft's  
Independent Co-educational Day School 7–18

Job pack for the position of

# Deputy SENCo (Senior School)









# Welcome from the Head

Thank you for your interest in joining our vibrant, friendly and purposeful Bancroft's School community. Whatever their role, all Bancroft's colleagues work in a spirit of shared endeavour to create the conditions for our pupils to enjoy their time at school, to be inspired and supported to do their best, and to be ready to thrive in their adult lives.

Bancroft's is a long-established 7-18 independent school with an excellent reputation for academic success within a holistic and nurturing educational framework. Highly regarded and much sought after in the local market, the School is financially robust with a clear and positive vision for the future. Though proud of our traditions, we are open-minded and imaginative in our approach to staff recruitment. We are especially keen to hear from applicants who would add to the ever-increasing diversity of our workforce.



On the teaching side we welcome colleagues from the state and independent sectors as well as those joining the profession as Early Career Teachers. Our teachers benefit from extensive professional development and enjoy working with bright, highly motivated pupils across the full range of academic, pastoral and co-curricular contexts and pursuits.

We recruit support staff from a wide range of professional backgrounds and are equally keen to consider candidates versed in the education sector as well as those who bring transferable experience and additional perspectives. Ongoing training of support staff is a high priority and we are proud to develop colleagues' skills during their careers with us.

Please look at our website and the information in this pack for a more detailed understanding of what a role at Bancroft's could offer you. I hope we have the opportunity to meet you at interview.

With best wishes

*Alex Frazer*

**Alex Frazer**  
Head of Bancroft's



*Watch  
our pupils  
interview  
Alex*

## Our School *Values*



Balance



Kindness



Excellence



Curiosity



Integrity



Courage



# BeingBancrofts



240  
clubs and  
activities

Co-Educational  
Day School  
**founded** in  
1737



4 Houses

North  
East  
West  
School

70%  
of all **GCSE**  
papers graded  
at **9-8** in  
2025

A\*-A  
75% of **A Levels**  
were graded  
**A\*-A**  
in 2025

250 **Staff**  
Members

17  
**acres** of  
playing fields

511  
**sports** fixtures  
in 2024/2025

8200  
**books** borrowed from  
the library in 2024/2025



Located on the border  
of **London** and **Essex**  
with direct access  
to **Epping Forest**



1150  
pupils aged between  
**7-18** who join at  
**7+, 11+ or 16+**

95%  
of our Year 9 pupils  
participate in the  
**Duke of Edinburgh's Award**





# The *Department*

Located within the heart of the Senior School main building, our Learning Support Department works closely with pupils, parents and teachers to ensure each learner is understood, supported and empowered. We take a proactive, tailored approach to supporting pupils with SEND, from Year 7 through to the Sixth Form and beyond. Learning Support is essential to everything we do at Bancroft's, including pupil well-being, pupil achievement and pupil admissions. Our team of six colleagues within the Learning Support Department work together closely in what is an extremely collaborative and supportive working environment.







## The *Role*

We are seeking a passionate and dedicated Deputy SENCo (Special Educational Needs Coordinator) (Senior School) to support the operational leadership and management of our Special Educational Needs provision across Key Stages 3, 4 and 5, ensuring high standards of teaching and learning for pupils with additional needs. This is an exciting opportunity to work alongside our Director of Learning Strategy and SENCo, and includes overseeing the identification, assessment, planning, provision and monitoring of support for students with Special Educational Needs and Disabilities (SEND), ensuring our pupils receive the support they need to thrive academically, socially and emotionally.

The role could suit a secondary school teacher looking to step outside their subject specialism (alternatively: looking to move away from teaching and to focus their career within SEND) or it could appeal to someone who has previous experience of SEND at secondary level who is seeking further responsibility before potentially making the move towards becoming a SENCo.

# Key *Responsibilities*

Below is a summary of the key responsibilities of the Deputy SENCo (Senior School):

- To assist the SENCo in overseeing the day-to-day operation of SEND provision throughout the school.
- To support the identification of pupils with SEND and to ensure appropriate interventions and support plans are in place.
- To coordinate and monitor the delivery of targeted interventions and support strategies.
- To work with the Pastoral Team to support students to achieve their full learning potential.
- To maintain accurate records of pupils with SEND, including EHCPs and progress data.
- To support with statutory assessments and annual reviews.
- To meet with parents to discuss pupil progress, results of screening assessments and potential ongoing assessment.
- To liaise with the School's Educational Psychologist and to oversee the implementation of assessment recommendations.
- To work closely with the School's Examinations Officer to ensure examination processes are in place and that JCQ requirements are met.
- To provide advice to Sixth Form students regarding applications for the Disabled Students' Allowance (DSA).
- To work closely with the SENCo and Learning Support Team to ensure the successful transition of pupils with SEND, particularly in years 7 and 12.
- To contribute to staff training and development around inclusive teaching practices and SEND awareness.
- To promote a culture of high expectations and inclusion across the school.
- To work closely with the SENCo and undertake any duties which fall within his/her capabilities and which may reasonably be required.

# The *Person*

The ideal candidate will have a passion for helping pupils and the confidence and ability to work effectively with parents and staff. We are seeking candidates with experience of working with young people with SEND and some knowledge of issues such as access arrangements which they will be keen to develop further.

We welcome applications from a wide range of backgrounds, including candidates without prior teaching experience. The department will offer excellent CPD opportunities, both in-house and through external training, to help the successful applicant grow in confidence and expertise in the role.

## **Working hours**

The successful applicant will report to the Director of Learning Strategy and SENCo and will work closely with the Learning Support Team. The post is 0.6 (Term Time only, 34.4 weeks including Inset days and A-level and GCSE exam results days). We are flexible in terms of how the 0.6 is completed e.g. 3 full days or 4/5 shorter days.

## **Remuneration**

The salary range for this role will be £26,000-£28,000 per annum (actual salary). The Full Time Equivalent (FTE) salary range would be £35,800-£38,700 per annum.

## **Person Specification:**

	<b>Essential</b>	<b>Desirable</b>
<b>Education</b>	Grade 5-9 or equivalent in Maths and English GCSE and 'A' Level qualifications or equivalent	National Award for SEN coordination (or willingness to work towards it)
<b>Experience</b>	Experience of working with children of the relevant age group in an educational setting  An understanding and some experience of SEND in secondary education	Teaching any subject to the relevant age group  An understanding of exam access arrangements  Experience in leading interventions  Experience in coaching and line managing a team



<b>Experience (continued)</b>		<p>Knowledge of EHCP processes and statutory requirements</p> <p>Experience of working with external agencies</p>
<b>Skills</b>	<p>Excellent communication skills</p> <p>Collegiate, with the ability to develop excellent working relationships with pupils, colleagues and parents</p> <p>Ability to provide learning support to highly academic students from year 7-13</p> <p>Excellent administrative and organisational skills</p> <p>Good IT skills</p> <p>Good understanding of safeguarding</p> <p>Ability to prioritise workload effectively and work under pressure</p>	
<b>Personal Qualities</b>	<p>A genuine enthusiasm for supporting young people with additional needs</p> <p>A positive approach to problem solving</p> <p>A strong team player</p> <p>Motivated to continue to develop professionally through additional training where appropriate</p> <p>Works with integrity</p> <p>Honest and trustworthy</p>	

# Working at Bancroft's

Bancroft's offers a generous benefits package, including:

 <p><b>Competitive</b> salaries</p>	 <p><b>Pension scheme</b> options – TPS or our Defined Contribution Scheme</p>	 <p><b>Income Protection</b> Insurance</p>	 <p><b>Death in Service</b> Insurance</p>
 <p><b>Complimentary</b> lunches</p>	 <p>Use of school <b>gym</b> and <b>swimming pool</b></p>	 <p>Optional <b>subsidised private</b> health care</p>	 <p><b>Fee</b> remission for children of staff members</p>
 <p>Friendly and welcoming <b>common room</b>, which organises regular <b>social events</b></p>	<div> <div>Location</div>  <div> <div>Essex</div> <div>5 miles from the M25</div> <div>Closest Stations: <b>Woodford</b> (underground) <b>Chingford</b> (overground)</div> </div> </div>		
 <p>Outstanding <b>support</b> for ECTs</p>	 <p>Generous <b>holiday</b> allowance</p>	<div> <div>London</div> <p>Right next to <b>Epping Forest</b> which creates a peaceful and countryside feel whilst being so close to London and transport links.</p> </div>	
 <p><b>Cycle to work</b> scheme</p>	<p>Commitment to supporting ongoing <b>professional development</b></p>	<p><b>Travel Options by Bus:</b> <b>179   397   657   20</b></p>	

At Bancroft's, we believe that diverse teams are stronger teams and that the more inclusive we are, the more our staff and pupils will feel a sense of belonging. To enable us to make reasonable adjustments, please let us know of any physical or learning differences (including neurodivergence) when you submit your application.



## In their *own words*...



**Alice Grimwood**  
Teacher of Biology  
and Junior Housemistress  
*Joined in 2012*

"I love that I can teach much more than just Biology! My other loves have also found a home and I'm often up mountains either skiing or on gold Duke of Edinburgh."



**Laura Mason**  
Second in Charge of English  
and Head of Year (Sixth Form)  
*Joined in 2023*

"Moving from a city 200 miles away for a relocation, I knew I had to find the right school where I would be happy as I settled into London life."



**Ananthi Amirthananthar**  
Teacher of Chemistry  
*Joined in 2023*

"Teaching here is progressive, collaborative, and forward-thinking, allowing me to hone my skills while being part of something exciting."



**Nathan Bugg**  
Design and Technology Teacher  
*Joined in 2024*

"I was at Bancroft's for my second PGCE placement. This was a very positive experience; I found all the staff to be open and supportive and students were engaged and keen to be challenged in their learning."

### Hannah Nadasan-Mead



**Teacher of Religious  
Studies and Junior  
Housemistress**  
*Joined in 2016*

"I feel valued at Bancroft's, and I appreciate that there does not seem to be a strong sense of hierarchy, rather the pursuit of shared goals across the staff and student body."



**Tara Bird**  
Prep Class Teacher and  
Head of PSHEE and RS  
*Joined in 2023*

"Bancroft's Prep has a culture of acceptance and kindness. Everyone, children and staff, are considered and valued. I feel like that is what sets Bancroft's apart from other schools."



**John Raw**  
Teacher of Biology  
*Joined in 2012*

"I love the fantastic classroom environment - students and teachers alike have a genuine love for learning and this is reflected in the level of focus in lessons as well as the great discussions that occur both in and out of the classroom."



**Daniel Siggins**  
Director of IT  
*Joined in 2011*

"Bancroft's is a truly special place. The culture here is one of attentive professionalism, thoughtfully prioritising the needs of everyone in the community, while also finding joy in everything we do, even in the face of adversity."

## In their *own words*...



**Rachael Doogan**  
Head of Academic Drama  
and Activities Co-Ordinator  
*Joined in 2022*

"The culture is supportive, with strong foundations of listening and kindness. Teachers also have a lot of autonomy in the classroom which I haven't seen at other schools."



**Tia**  
*Leaver, 2024*

"Not only does Bancroft's push you to be the best version of yourself academically, but it also helps to shape you as an all-rounder."



**Alistair Whibley**  
Teacher of History, Head of Year,  
and CPD Co-ordinator  
*Joined in 2021*

"It is hard not to feel a sense of pride in being part of the Bancroft's community on a regular basis - watching performances, celebrating success, and witnessing acts of kindness."



**Matthew**  
*Leaver, 2024*

"My journey at Bancroft's over the past eleven years has been nothing short of incredible. The school has consistently fostered my intellectual curiosity and provided a fertile ground for creativity across all my interests and passions."



**Amanda Clark**  
Prep School Administration  
Assistant and Lead First Aider  
*Joined in 2009*

"The children are at the heart of everything I love about my role. Their curiosity, energy, and creativity bring so much life to the school. Each day is different, and their excitement for learning is infectious."



**Cressida**  
*Leaver, 2024*

"The academic support I have received has enabled me to achieve more than what I believed I could, which I am so thankful to my teachers for."



**Talk Education**  
*2024*

"Bancroft's pupils are an aspirational, hard-working bunch, with plenty aiming for and winning places at top universities including Oxbridge, UCL, LSE, Imperial College London, Durham, Bristol and Edinburgh."



**The Good Schools Guide**  
*2023*

"A contemporary, forward-looking school, with traditions but without entitlement. Academic excellence a given, it is the opportunities offered outside the classroom which ultimately set Bancroftians up for life."



# How to Apply

To apply for this position through **My New Term**, please submit a completed application form by following the link on the Vacancies Page.



Bancroft's School is an Equal Opportunities employer and is committed to safeguarding and promoting the welfare of children, young people and expects all staff, contractors, Governors and volunteers to share this commitment.

Successful candidates will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

In line with KCSIE, Bancroft's will carry out online searches on shortlisted candidates as part of the process of assessing suitability.



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*Scan or click  
to view our  
vacancies page*

