





# **Job Pack : Deputy SENCO**



# Content

**CEO Letter Page 4**

**Job Description Page 5**

**Person Specification Page 8**

**Job advert Page 10**

I am thrilled that you are considering joining SEARCH Education Trust! We are a dynamic family of schools committed to positively transforming the lives of our students. Our philosophy is simple yet powerful: “stronger together.” By fostering collaboration and innovation, we empower both our students and staff to achieve excellence.

The Search Education Trust is founded upon the importance of providing an excellent education for all our young people so they can live happy, successful lives making a positive difference within the community. Our vision is to grow strong, sustainable, successful school communities which:

- **Stretch** the imaginations of learners and teachers through an inspirational curriculum, and strategies for teaching and learning.
- **Empower** young people to be entrepreneurial and creative leaders of the future
- **Aspire** for young people to discover how they can be the best they can be
- **Reach** out to everyone, celebrate diversity, and leave no one behind
- **Collaborate** to develop a community of shared practice and effective partnerships for school improvement
- **Help** and support our learners, staff and families to have a voice in the community; to be actively involved, happy, safe, resilient and healthy.

These values form the foundation of our SEARCH vision. They define our community and create a space within the education system where schools can collaborate, grow, and flourish together.

Having been part of this incredible Trust for 15 years, I am deeply proud to now lead our group of ever-strengthening and expanding schools. I have seen firsthand the transformative power of our collective efforts and the boundless opportunities we provide for staff and students alike.

When you choose the SEARCH Education Trust, you are choosing to be part of an ambitious, supportive, and evolving community. Here, you will be valued, encouraged, and empowered to develop your unique talents. We are committed to supporting you every step of the way on your journey with us.

We are eager to welcome passionate, dedicated individuals who share our vision and values. Thank you for considering SEARCH Education Trust as your next career move. We look forward to receiving your application and to the possibility of working together to make a lasting impact.

Yours faithfully,

**Mrs Elen Roberts**  
**Executive Headteacher**  
**For and on behalf of SEARCH Education Trust**

## Job description

<b>Post</b>	Deputy Special Educational Needs Coordinator
<b>Grade</b>	SO1 Point 23 to 25 £34776.18 to £35703.39 / MPS - UPS £40,317 to £62,496 (Inner London Pay Scale) + TLR2B = £5,869
<b>Contract</b>	Permanent/ Termtime Only - 40 Weeks
<b>Responsible to</b>	SENCO

### Key Purpose of the Job

To play a key role in the strategic leadership and operational management of the Learning Support Department, which includes SEND, English as an Additional Language (EAL), and Looked After Children (LAC).

### Support applications will be accepted

#### Strategic Leadership & Management

- **Deputise for the SENCO:** Act on behalf of the SENCO during absences, including running meetings and directing staff.
- **Departmental Leadership:** Lead and manage the Learning Support Department alongside the SENCO to ensure high standards of provision and compliance.
- **Line Management:** Directly line manage Learning Support Assistants (LSAs), and Higher Level Teaching Assistants (HLTAs), providing coaching and performance management.
- **Strategic Planning:** Contribute to SEND strategic planning to ensure the department meets national, local, and school priorities.
- **Policy Development:** Lead the review and development of policies to enhance inclusive practices across the school.

#### SEND Compliance & Administration

- **Documentation Oversight:** Maintain and oversee the SEND register, Provision Map, and Success Passports.
- **EHCP Management:** Take responsibility for monitoring Education, Health and Care Plans (EHCPs), including preparing for and chairing annual reviews.
- **Statutory Compliance:** Ensure all paperwork is submitted within statutory timeframes and manage the Access Arrangements process for examinations.
- **Tracking & Impact:** Develop systems to track interventions, measure their impact, and report findings to the Senior Leadership Team (SLT) and governors.

### Teaching, Learning & Interventions

- **Staff Support:** Support teachers in developing high-quality teaching strategies to meet the needs of SEND, EAL, and LAC students.
- **Intervention Design:** Lead the design, implementation, and quality assurance of targeted interventions.
- **Curriculum Access:** Ensure students with additional needs are fully included in mainstream education and have access to a balanced curriculum.
- **Inclusion Advocacy:** Research alternative provisions and develop pathways for students struggling to engage with the standard curriculum.

### Engagement & Partnerships

- **Parental Liaison:** Act as a primary point of contact for parents/carers, building strong partnerships and leading parental meetings.
- **External Agencies:** Lead multi-agency working with educational psychologists, therapists, and local authority SEND teams.
- **Training Delivery:** Plan and deliver SEND training and CPD for teaching and support staff to improve school-wide expertise.

### Safeguarding & Wellbeing

- **Safeguarding:** Take a proactive role in safeguarding students with additional needs in partnership with the DSL.
- **Pastoral Support:** Work with pastoral teams to ensure students receive appropriate behavioural and emotional support.
- **Mentoring:** Build excellent relationships with students, acting as a mentor and providing feedback on their progress.

### Special Conditions of Service

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions and are expected to disclose such information at the appointment interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to police checks. If candidates are successful in their application, prior to taking up the post they will be required to give written permission to the department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate, the nature of such convictions.

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

### Equal Opportunities

The postholder will be expected to carry out all duties in the context of and in compliance with the Trust's equalities policies.

Date signed: .....

Signature of postholder: .....

Name of postholder: .....

## Person specification

	Essential	Desirable
<b>Qualifications</b>		
Proven academic ability up to A-level, preferably up to degree level	✓	
Ability to use ICT and technology to assist communication and students' learning and progress.	✓	
Good numeracy/literacy skills Experience	✓	
Experience of working with students with additional needs	✓	
Skills and knowledge Experience working with children of relevant age	✓	
Experience of working within an SEND environment		✓
Full working knowledge of relevant policies/codes of practice/legislation		✓
Working knowledge of national curriculum and other relevant learning programme		✓
Qualified Teacher Status		✓
<b>Personal Qualities</b>		
Understanding of the issues, processes and professionals around safeguarding Children	✓	
A determination to ensure that all students are given the chance to succeed	✓	
Understanding of the issues around working with students with all levels of Special Educational Needs and EAL	✓	
Some understanding of current educational issues, especially those related to SEN, and of the challenges and possibilities associated with inclusion within an urban environment	✓	
Commitment to equal opportunities	✓	
Understanding of child development	✓	

Willingness to reflect on your own practice and develop as a professional	✓	
Able to handle sensitive information, maintaining confidentiality when necessary	✓	
Capable of line managing people	✓	
Able to work effectively to tight time scales	✓	
Have good verbal communication skills to deal with students and adults	✓	
Able to monitor and assess students' learning needs	✓	
Able to work collaboratively with other adults, inside and outside school;	✓	
Develops good relationships with others by behaving with integrity, treating people with respect and leading by example	✓	
Work constructively as part of a team	✓	
Ability to plan effective actions for students at risk of underachieving	✓	
Knowledge of support services/providers available		✓
<b>Other</b>		
Commitment to safeguarding and promoting the welfare of children and young people	✓	

Heartlands High School, part of the SEARCH Education Trust, is committed to safeguarding and promoting the welfare of our students and young people. The successful applicant will therefore be required to complete checks in line with the requirements of Keeping Children Safe in Education with regard to DBS and other pre-employment checks.

We encourage applications from all sectors of the community to reflect our diverse student population.

**Deputy SENCO – Heartlands High School**

**Salary: SO1 Point 23 to 25 £34776.18 to £35703.39 / MPS - UPS £40,317 to £62,496 (Inner London Pay Scale)**

**+ TLR2B = £5,869**

**Location: Haringey**

**Contract term: Permanent/ Termtime Only - 54 Weeks**

**Closing date: 9am Monday 13th April 2026**

**Interview Date: TBC**

Heartlands High School is a vibrant, inclusive, and high-performing secondary school located in the heart of Haringey. Committed to providing an outstanding education for all students, we foster a culture of high expectations, ambition, and success.

We are seeking a passionate and dedicated Deputy SENCO to join our team and contribute to our mission of nurturing confident, resilient, and well-rounded young people. This is an exciting opportunity to work in a supportive and forward-thinking environment where staff are valued, and professional development is a priority.

If you are an enthusiastic and committed individual who shares our vision, we would love to hear from you!

We can offer you

- A very positive and happy working environment
- The support of a highly committed and professional staff team
- Exceptional professional development opportunities
- Collaborative and committed colleagues

At Heartlands High School, ambition is at the heart of everything we do. We are driven by a relentless commitment to excellence, blending a strong ethos with a results-focused approach. Our school is a place where both students and staff thrive, supported by first-class training, development opportunities, and clear pathways for career progression within our evolving Trust.

We set high expectations because we believe in unlocking every individual's full potential. Our culture of exemplary behaviour ensures that teachers can focus on what they do best—delivering outstanding lessons that inspire, challenge, and empower.

With state-of-the-art facilities, Heartlands High School is a vibrant, oversubscribed school and the first choice for many families in the local community. Our diverse student intake reflects the rich culture of the area we proudly serve. Everything we do is underpinned by our SEARCH values: **School Matters, Effort, Achievement, Character, and High Aspirations**. These principles drive our success and fuel our ambition to provide the very best education for our students.

If you share our passion for excellence and want to be part of a dynamic, forward-thinking team, we would love to hear from you. Get in touch to find out more about this exciting opportunity!

If you would like to find out more about the position, we would love to talk to you.

**For further information, please contact Miss Henry, PA to SLT**  
[bailey-olivia.henry@heartlands.haringey.sch.uk](mailto:bailey-olivia.henry@heartlands.haringey.sch.uk)

**Completed application forms must be submitted by 9am Monday 13th April 2026**

NB: Please note that in line with the new Keeping Children Safe in Education updates, an online search will be conducted as part of our due diligence checks on all shortlisted candidates. CV's or incomplete application forms will not be considered. Only those that are shortlisted will be contacted by the school.

Applications may be considered whilst the posts are being advertised. SEARCH Education Trust reserves the right to close adverts earlier than the stated deadline. We advise early applications are submitted.