



HEDDINGHAM SCHOOL AND SIXTH FORM

Candidate Information

Assistant SENDCO

ACHIEVEMENT & EXCELLENCE



**HEDINGHAM SCHOOL
AND SIXTH FORM**
ACHIEVEMENT & EXCELLENCE

June 2026

OFFICIAL SENSITIVE

Dear Candidate

Thank you for your interest in this position.

Please find enclosed an Application Pack outlining the process you should follow. I appreciate the time and effort it takes to prepare and make an application and I thank you in advance. When writing your application, please address the job description and person specification enclosed and explain why you are now equipped to move into this role, specifically at Hedingham School.

Should you wish to discuss the role prior to making an application please contact Mr Chris Abrey, Deputy Headteacher, hed.abreyc@hedingham.essex.sch.uk

I look forward to receiving your application.

Yours sincerely

Paul Finch
Headteacher

Headteacher • Paul Finch BSc (Hons) PGCE NPQH

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Hedingham School and Sixth Form

Context

Hedingham School and Sixth Form is an over-subscribed, independent Academy situated in an attractive village in North Essex (within easy reach of Braintree, Chelmsford, Colchester and South Suffolk). Our students are polite and engaged and love to learn and our parental body is highly supportive. As one student recently put it when speaking to an Ofsted inspector, “The school values shape us into adults.”

We are a school that values its history, maintaining traditional events and initiatives that are deep rooted in the local community whilst embracing new technologies. There has been recent central investment in the school building and an expansion of facilities including a new T Level block, Vocational Centre and Sixth Form Café.

Hedingham School provides a high-quality educational experience for all students and strives to ensure that each individual’s academic and personal development is fulfilled.

We offer a vibrant learning environment where students are encouraged to ‘think’ and explore strategies to grasp and apply knowledge.

The curriculum offered is purposeful and stimulating, allowing students to build a range of skills as they progress through school.

We want our students to be resilient and take on the challenges of the 21st century. We encourage them to approach school with confidence and participate fully in all aspects of school life.

At Hedingham School, our students support and care for each other and display high levels of respect for all members of the community. Hedingham School has a strong ‘culture’ which actively promotes equality of opportunity, allowing all students to pursue their ambitions.

We believe in building strong partnerships with parents, based on trust and confidence.

Ofsted 2023





MISSION STATEMENT

'Hedingham School seeks to create a challenging and stimulating learning environment that encourages high expectations for all learners. Students are prepared for life in the 21st century through a safe, caring and supportive environment. We strive to foster positive relationships with students and staff, offering mutual respect for all members of the community.'

OUR SCHOOL MOTTO IS:

READY RESPECT SAFE

VISION

This vision is driven through our school curriculum. Our aim is to ensure that the curriculum delivers the following principles:

To provide the **knowledge and skills** required to be successful learners

To create **resilient and independent** learners who are able to meet the challenges of the 21st century

To prepare learners for the **next step** in their education

To **broaden** their horizons through a rich and varied enrichment programme

To encourage learners to be **active citizens** who contribute positively to the community

JOB DESCRIPTION and PERSON SPECIFICATION

Assistant SENDCO

Salary LGS Scale 7 Points 19-24 £25,302 - £27,946 (Actual salary PA)

Effective Date 1 September 2026

Reports to: SENDCO

Job Purpose

Has contact with school visitors, teachers, parents, pupils, governors and LA staff.
Operates in a busy environment and required to juggle conflicting priorities.
Will have access to sensitive and confidential information, which must be dealt with discretely.
Provide administrative and secretarial support.

Areas of Responsibility

- Provide administrative support for SEND processes, including maintaining systems, updating Individual Learning Profiles (ILPs), and supporting meetings and annual review processes.
- Attend meetings as directed by the SEND Team
- Work collaboratively with teaching staff, the SEND team, and the Exams team to ensure effective and compliant support for students.
- Perform duties in line with Health & Safety rules and to take remedial action where hazards are identified. Where hazards are serious report to Line Manager immediately.
- Manage the movement of safeguarding electronic paperwork for all in year leavers and starters using CPOMS.
- Coordinate and maintain accurate records of access arrangements, including evidence files and monitoring logs.
- Organise and schedule assessments in collaboration with qualified assessors.
- Collate and manage teacher evidence, including the completion and submission of Form 8 documentation.
- Support the preparation, handling, and secure storage of JCQ documentation, ensuring compliance with regulations.
- Assist in organising exam access arrangements, including readers, scribes, rest breaks, and separate room provision.

Knowledge, Skills and Experience

- Administrative qualification e.g. NVQ Level 3 or equivalent by experience.
- Competent IT Skills, proficient in Microsoft Office, and able to operate software at an intermediate/advanced level.
- Able to learn the use of Arbor, Evolve and CPOMS.
- Must be self-motivated, flexible and able to adapt to ever-changing circumstances.
- Able to relate and clearly communicate with pupils, parents and colleagues in a calm and sympathetic manner.
- Must possess excellent communication skills.
- Be able to give attention to detail and have excellent organisational skills.
- Ability to work as part of a team.