

## THE HOWARD PARTNERSHIP TRUST

### JOB PROFILE – SENDCo

<b>Job Title:</b>	Assistant Principal - SENDCo
<b>Reporting to:</b>	Senior Leadership Team
<b>Salary:</b>	Leadership L14-L18
<b>Start date:</b>	September 2026
<b>Job Purpose:</b>	<ul style="list-style-type: none"><li>• To provide high-quality teaching and learning that supports students to make as much progress as possible</li><li>• To work as part of a team and participate in activities that support the improvement priorities of the school</li><li>• To maintain consistently the Teacher Standards</li><li>• To ensure statutory compliance with relevant legislation in regard to SEND.</li></ul>
<b>Key Accountabilities</b>	<ul style="list-style-type: none"><li>• Strategic leadership of the design and implementation inclusive principles that underpin all teaching and learning in collaboration with the senior leadership team.</li><li>• Strategic leadership of inclusive practice and SEND provision in line with the SEND Code of Practice</li><li>• Oversight and quality assurance of EHCP processes and Annual Review documentation</li><li>• Active participation in the school safeguarding team, contributing SEND-specific expertise to thresholds, planning and decision-making</li><li>• Close collaboration with senior leaders, teaching staff, the SEND team and the Trust Lead for SEND and Inclusion</li><li>• Maintenance and development of the SEND register and associated systems</li><li>• Line management and professional development of teaching assistants and SEND support staff</li></ul>

#### Who we are looking for:

- Be unapologetically passionate for advocating for the children with the most complex vulnerabilities within and outside of school
- Had experience using and building effective SEND systems and processes across different departments within a secondary setting
- Had previous experience of leading SEND in a school that serves a community with a wide and complex vulnerability profile
- Be passionate about inclusive education and improving life chances for children and young people experiencing vulnerability
- Be confident leading SEND and inclusion in a community with complex and intersecting needs
- Be motivated to take on challenge and shape systems that deliver meaningful, sustained impact
- Understand the intersection of SEND, safeguarding and pastoral care, and contribute confidently as a safeguarding leader
- Understand the intersection of SEND, behaviour as a communication and pastoral care, and contribute confidently as a behaviour lead
- Understand the intersection of high-quality inclusion and teaching and learning and contribute confidently as a teaching and learning lead

- Influence whole-school culture and classroom practice, as well as targeted and specialist provision
- Balance robust systems and statutory compliance with relational, child-centred practice
- Be resilient, reflective and solution-focused in a high-challenge context
- Believe SEND leadership is about advocacy, impact and change — not compliance alone
- Taking appropriate responsibility for one’s health, safety and welfare and the health and safety of students, visitors and work colleagues in accordance with the requirements of legislation and locally adopted policies; including taking responsibility for raising concerns with your line manager.

#### Additional Information

- Please see our website <https://www.thomasknyvett.org/> for more information about our school.
- For more information about The Howard Partnership Trust [www.thehowardpartnership.org](http://www.thehowardpartnership.org)

## THE HOWARD PARTNERSHIP TRUST

*'Bringing out the Best'*

### PERSON SPECIFICATION – SENCO

Qualifications and professional requirements	Essential	Desirable	How assessed
Qualified teacher status	✓		Application
Relevant specialist qualifications in your subject: Qualified SENCo	✓		Application
Significant professional experience and expertise in SEND and inclusion, operating confidently at senior leadership level	✓		Application / Interview
Strong IT, communication and organisational skills	✓		Application / Interview
Proven ability to lead and develop adults and work collaboratively across school and Trust	✓		Application/Interview
To be able to teach lessons which consistently meet the Teacher Standards	✓		Application / Interview
To use a variety of strategies to engage students and promote a stimulating environment	✓		Application / Interview
To work well in a team, contributing ideas and supporting faculty/department procedures	✓		Application / Interview
To be a confident user of IT as a teaching tool	✓		Application / Interview
To contribute to the wider life of the faculty / department and whole school, supporting extra-curricular and intervention initiatives	✓		Application / Interview
Physical ability to meet the demands of the role where required	✓		Application/Interview
To be a fully inclusive practitioner who is able to demonstrate effective strategies to ensure all learners make progress	✓		Application / Interview

Personal Attributes	Essential	Desirable	How assessed
Excellent communication skills with the ability to relate well to students and adults	✓		Application / Interview
Ability to make effective use of data and develop timely and relevant intervention strategies to promote student progress	✓		Application / Interview
Energy, enthusiasm, determination and an insistence on high standards	✓		Application / Interview
Be able to work under pressure, prioritise and manage time effectively	✓		Application / Interview
To be approachable, with the ability to develop a strong team ethos through leading by example	✓		Application / Interview
<b>Safeguarding</b>			
<p>The successful candidate will be subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS).  The Howard Partnership Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment</p>			