



ASSISTANT HEADTEACHER SENDCo

THE ATHELSTAN TRUST



SIR WILLIAM ROMNEY'S
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A charitable company limited by guarantee, registered in England & Wales, as Athelstan Trust Company No: 7699625



Striving for Excellence Together

Welcome to the Athelstan Trust.

Our Multi-Academy Trust is an organisation in which children, staff and parents can feel part of a caring, collaborative and excellent community.

We are a Multi-Academy Trust of five secondary schools and four primary schools across Wiltshire, Gloucestershire and South Gloucestershire. We were excited to welcome two new primary schools in the last few months and from October 2025 another secondary school. This will further enrich our collaborative strengths.

Established in 2015, the Athelstan Trust aims to achieve the best for, and from, each child. We enable each child to realise their full academic, creative and physical potential and to develop positive social and moral values.

Believing that successful schools are rooted in their local community, we respect and value the individual nature and ethos of our schools while knowing we are more effective when we work together and support each other. Celebrating spiritual and creative diversity, success, and lifelong learning is important to us. We are inclusive and collaborative and promote a culture of openness and integrity.

We are absolutely committed to raising educational standards for all the children in our schools. We believe in developing the talents and skills of all our staff and students.

We seek applicants who share our vision and values.

We look forward to receiving your application.

Best wishes,

Matthew Evans

Chief Executive Officer

The Athelstan Trust



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Our Philosophy as an Employer

The Athelstan Trust is absolutely committed to raising educational standards for all the children in our schools. In order to do this, we need to recruit the best staff who are committed to our vision and values.

We aim to be the employer of choice in our area and genuinely believe that all roles in our organisation can be carried out within a flexible working model. Working in schools should be seen as part of a rich fulfilling life and not a barrier to it. We will always consider a flexible working option for every post.

We understand that we need to support staff to achieve our goals and have in place a professional development programme that offers internal and external opportunities to develop the talents and skills of all our staff.

Why work for us?

Internal career opportunities

Personalised professional development and training

Employee assistance programme

Flexible working opportunities and a genuine commitment to family and work/life balance

Nationally negotiated cost of living pay

Automatic enrolment to the teacher or local government pension schemes

Generous holiday allowance for support staff

Recognition of local government continuous service

Cycle to Work scheme



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Dear Candidate,

Thank you for your interest in joining Sir William Romney's School. This pivotal leadership opportunity, as our Assistant Headteacher and SENDCo, is ideally suited to an ambitious, inspiring, and dedicated leader with a proven ability to positively impact staff and students and drive excellence.

At Sir William Romney's School, our purpose statement is *"Striving for Excellence Together."* As we enter the next phase of our journey through the implementation of SWR Vision 2030, the successful candidate will play a key role in shaping and delivering this ambitious plan, while embracing and preparing the school for the changes anticipated through the forthcoming White Paper.

Over the past two years, we have made significant strides towards realising our vision of becoming a beacon of excellence in Gloucestershire and beyond. Inclusion lies at the heart of this vision and was recognised in our recent Ofsted inspection in February 2025. This is an exciting time to join our successful and forward-thinking school, which is also a proud member of the highly regarded Athelstan Trust. This post has arisen following the promotion of our Assistant Headteacher and SENDCo to Headteacher of a local primary school.

As SENDCo at Sir William Romney's School, you will join a school recognised for the high-quality provision it offers to students with special educational needs. Our inclusive approach has been acknowledged through our selection by Gloucestershire Local Authority to participate in the Whole School Inclusion Pilot Programme. This role will provide you with the opportunity to work closely with wider professional networks, including the Ambition Institute, to share expertise, build capacity, and further embed sustainable systems and practices that meet the strategic needs of the school.

Our priority is to appoint a bold leader with a clear vision and the ability to communicate effectively, inspiring staff and stakeholders to work collectively towards shared goals. While experience as a SENDCo is not essential, a strong commitment to inclusion throughout your career is vital. We will fully support the successful candidate in achieving the appropriate National Professional Qualification, if required. Your professional development will be a priority for us, and we are committed to supporting you as you grow as a leader.

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Sir William Romney's School is a genuinely lovely place to work. You will be joining a dedicated and supportive staff team, delightful students, and parents and carers who work in strong partnership with us.

I warmly encourage you to arrange a school tour or a virtual meeting via Microsoft Teams to learn more about the role and our vision. To arrange a visit or discussion, please contact Daisy Alban-Jones at dalbanjones@swr.gloucs.sch.uk.

Thank you for considering this exciting opportunity. I appreciate that applying for a role of this level requires significant time and thought, and I am grateful for your interest in Sir William Romney's School. I wish you every success with your application.

Yours faithfully

Will Ruscoe
Headteacher



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JOB DESCRIPTION

Assistant Headteacher: SENDCo

Job Title:	Assistant Headteacher: SENDCo
Responsible to:	Headteacher
Salary:	Leadership scale L10-L15 FTE £64,691 - £73,105
Closing date:	Midday on Wednesday 18th February 2026
Contract:	Permanent, Full time – flexible or part time hours will be considered
Location:	Based at Sir William Romney's School, Tetbury, Gloucestershire

PRIMARY FUNCTION

The Assistant Headteacher SENDCo, under the direction of the Headteacher, will:

- Determine the strategic development of special educational needs (SEND) policy and provision in the school.
- Be responsible for day-to-day operation of the SEND policy and co-ordination of specific provision to support individual students with SEND or a disability and ensure all statutory requirements are met.
- Provide professional guidance to colleagues, working closely with staff, parents/carers and other agencies.
- Support in formulating the vision of the school.
- Establish policies for achieving this vision.
- Monitor progress towards the achievement of the school's vision.
- The Assistant Headteacher will also have a timetabled teaching commitment in line with Curriculum Led Financial Planning.
- They may also be required to undertake other duties delegated from the Headteacher.

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LEADERSHIP & MANAGEMENT

- Work with the Headteacher, Trust and Governors to ensure the school meets its responsibilities under the Equality Act 2010 and SEND Code of Practice in terms of reasonable adjustments and access arrangements.
- Lead engagement with the Local Authority to ensure statutory entitlements are met, appropriate funding is secured, and the school is resourced to provide high-quality provision for students with SEND.
- Collaborate with the Trust, fellow SENDCos, middle leaders, and faculty heads to share expertise, build capacity, and drive improvement in adaptive teaching and SEND provision.
- Lead SEND transition planning with the Head of Year 7 and feeder primary schools.
- Prepare and review information the governing body is required to publish.
- Contribute to the school improvement plan and whole-school policy.
- Line manage and work in collaboration with the deputy SENDCo to ensure appropriate provision is in place, reviewed and evaluated for students with SEND.
- Support all staff to understand and fulfil their statutory responsibilities as specified in the SEND Policy.
- Be responsible for ensuring that all SEND provisions are rigorously evaluated to ensure students with SEND are making progress.
- Be responsible for ensuring that the outcomes from interventions are integrated into classroom teaching.
- Support all teachers in ensuring quality first teaching enables access to learning and facilitates progress.
- Lead the structure for Inclusion that ensures that all students are taught to the highest standards through the efficient and effective use of personnel and physical resources.
- Identify training needs for staff and how to meet these needs.
- Lead staff development and INSET training with regard to SEND.
- Work with all school leaders to support quality assurance processes when monitoring inclusion matters.
- Share procedural information, such as the school's SEND policy.
- Promote an ethos and culture that supports the school's SEND policy and promotes good outcomes for students with SEN or a disability.
- Lead and manage teaching assistants working with students with SEN or a disability.
- Lead staff appraisals and produce appraisal reports.

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- Partner with middle leaders to drive improvement in adaptive teaching, monitoring impact and building departmental capacity to meet the needs of students with SEND and other learning differences.
- Meet regularly as needed with a line manager and participate in team meetings at faculty level.
- Work closely with the Inclusion Team, Student Support Team, Middle Leadership, and Senior Leadership to coordinate support and ensure the needs of all students are met.
- Work closely with the Designated Safeguarding Lead as a member of the Safeguarding Team to ensure the safety, protection, and wellbeing of all students.
- Take part in school meetings as per the school meetings cycle.

CURRICULUM & TEACHING

- Work with other members of the department to formulate, implement and review the SWR Curriculum so it is challenging whilst accessible for all.
- Teach, according to their educational needs, the students assigned to you including the setting and marking of work to be carried out by students.
- Plan and prepare courses and lessons.
- Monitor, evaluate and review the work of Inclusion in all its facets and use the results of such activity in improvement planning.
- Champion our STRIVE approach to adaptive teaching and the SWR Lesson, ensuring a variety of effective teaching and learning strategies are consistently applied to meet the needs of students with SEND.
- Assess, record and report on the attendance, progress, development and attainment of students.
- Mark, review and assess student work and provide appropriate feedback through internal and external reporting and reviewing procedures.
- Provide and/or contribute to oral and written assessments, reports and references relating to individual students and groups of students.
- Support external assessment procedures.
- Support the use of assessment data at individual student level.
- Undertake Senior Leadership Duties and attend SLT meetings as directed by the Headteacher including after school events, duties, staff training and any other leadership duties that are deemed to be necessary for the effective running of the school.

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WHOLE SCHOOL

- Participate in appropriate whole school activities that promote the work of the Learning support team.
- Participate in arrangements for further training and professional development as a teacher and leader especially in the context of performance management objectives and whole school priorities.
- Maintain good order and discipline among students and safeguard their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.
- Contribute positively at all times to the ethos, well-being and further development work of the school and in particular to promote the whole school values.

PARTICULAR RESPONSIBILITIES – SENDCo

- Manage EHCPs and the annual review process.
- Advise the Inclusion team on issues regarding all SEND needs and set up appropriate support where necessary.
- Monitor progress of all students on the SEND register.
- Oversee the transition of students with SEND from the primary to the secondary phase of the school.
- Liaise with outside agencies including making referrals to relevant professionals, eg Educational Psychologists, Specialist Teaching Service.
- Review staff performance in the Inclusion team in accordance with the Appraisal and Performance Review policy.
- Ensure effective deployment of the SEND Team.
- Liaise and work with Heads of Faculty regarding students with SEND.
- Provide or set up training on SEND issues, with the Heads of Faculty.
- Take part in marketing and liaison activities such as Open Evenings, Parents' Evenings and liaison events with partner schools.
- Maintain appropriate records and to provide relevant accurate and up-to-date information.
- Complete the relevant documentation to assist in the tracking of students and use information to inform teaching and learning.
- Oversee and monitor the delivery of SEND related courses.
- Take every opportunity to positively engage with parents/carers, forming strong links to communicate regarding all SEND issues related to their child.
- Lead on applications for statutory assessment if required.
- Commitment to ongoing whole school SEND CPD.

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- Advise on the use of the school's budget and other resources to meet students' needs effectively, including staff deployment.
- Analyse student data to monitor and track progress and support with appropriate interventions.
- Attend Senior Team meetings when required and to support with the strategic direction and operations of SEND across the school.

OTHER DUTIES

Other whole school responsibilities

- Oversee and manage alternative provision from external agencies; liaising with relevant bodies to ensure that students are receiving adequate provision and communicating with relevant stakeholders both in and out of school.
- Oversee Individual Health Care Plans and ensure their effective implementation and regular review.

Under the direction of the Headteacher:

- Attend SLT meetings.
- Hold fortnightly line management meetings with identified Middle Leaders.
- Be part of the SLT Call out and detention rota.

The Assistant Headteacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Assistant Headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.



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SPECIAL CONDITIONS

The post holder will be subject to an enhanced Disclosure and Barring Service check to satisfy child protection requirements.

This post is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation.

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There is an expectation of collaboration and resource sharing with other colleagues across the Trust.

NOTES

This job description is not your contract of employment nor any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.



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PERSON SPECIFICATION

Attribute	Essential	Desirable
Education and Training		
Attainment of GCSEs or equivalent to include maths and English above Grade C or 5	✓	
Qualified Teacher Status	✓	
Willingness to undertake further professional development as necessary	✓	
National Award SENDCo or willing to achieve it in three years		✓
Relevant Experience		
Experience of working in a SENDCO or Deputy SENDCo role		✓
Evidence of successful Teaching and Learning for a minimum of 3 three years	✓	
Experience of effective liaising with a range of outside Agencies.	✓	
Being able to demonstrate the impact of a whole school initiative		✓
Outstanding teaching experience across a wider range of ability groups with evidence of success.	✓	
Proven track record of identifying, planning, implementing and evaluating projects within current role.		✓
Professional Knowledge, skills and Aptitudes		
Able to support and improve outcomes for a range of SEND needs.	✓	
Able to train and support teachers to deliver appropriate interventions to improve outcomes for all.	✓	
Able to effectively manage the SEND provision throughout the whole School.	✓	

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The ability to lead and manage people to work effectively, both individually and in teams.	✓	
Able to promote a welcoming and inclusive as well as fully supportive learning environment.	✓	
Able to communicate with a range of people including parents, pupils and staff.	✓	
Personal Outlook		
Be self-motivated and have ability to work under pressure	✓	
Ability to motivate others	✓	
Good attention to detail and accuracy	✓	
Ambition, Energy, enthusiasm and determination to drive and develop themselves the role.	✓	
Safeguarding		
Ability to form and maintain appropriate relationships with children and young people. Understand safeguarding.	✓	

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