



Assistant to the SENCo



Dear Applicant,

Thank you for taking the time to explore this opportunity with us at Endeavour Learning Trust.

Finding the right place to work means discovering somewhere you feel you truly belong. As you read through this pack, I hope you get a sense of what makes our Trust special: a community of people who care deeply about one another, about the children and families we serve, and about doing this work in a way that feels human, respectful, and full of purpose.

At Endeavour, we are proud of the diversity across our schools. We want people to feel they belong here and to bring their whole selves to work, with all their individuality, experience, and perspective. We believe that approach strengthens us as a Trust and enriches the lives of our children and young people.

We are a growing family of schools across the North West. Each school has its own identity and context, and that matters to us. What connects us is a shared commitment to inclusion, kindness, and ambition for every child. We believe deeply that education should recognise each child as an individual. Every child matters, every colleague matters, and every school matters.

Collaboration sits at the heart of how we work, but it is grounded in trust and respect rather than uniformity. It is about supporting one another, learning together, and knowing you are part of something bigger. Just as importantly, we place real emphasis on looking after our people. We want every colleague to feel supported, trusted, and able to grow both professionally and personally.

If you are someone who wants to make a difference, values community, and is looking for a place where you can be yourself and continue to grow, I hope you will feel at home here.

Thank you again for your interest in joining us. We look forward to receiving your application.

Warmest regards,

A handwritten signature in black ink, appearing to read 'DL', with a stylized flourish extending to the right.

David Clayton
Chief Executive



**LINAKER PRIMARY
SCHOOL**



**CHURCHTOWN
PRIMARY SCHOOL**



**TARLETON
ACADEMY**



**NORTHBROOK
PRIMARY ACADEMY**



**WOODLEA JUNIOR
SCHOOL**



**ENDEAVOUR
LEARNING TRUST**



**ORMSKIRK
SCHOOL**



**BURSCOUGH
PRIORY ACADEMY**



**WELLFIELD
ACADEMY**



**STRIKE LANE PRIMARY
SCHOOL**



**BRINDLE GREGSON
LANE PRIMARY**

Our Employee Offer



Health & Wellbeing services that offer private Counselling, Physiotherapy, GP services & more.



Free membership with Vivup, offering Employee Benefits, Lifestyle Savings & a Cycle to Work Scheme



Enhanced family leave benefits & pay, to offer you support at life's most important moments



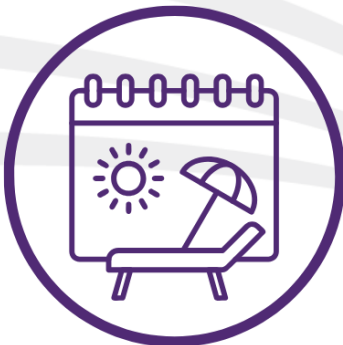
Automatic pay progression for all colleagues in line with their grading structure



An excellent CPD Offer for all colleagues to truly support each stage of your professional development



An excellent Learning Management System & flexibility around your CPD, to allow you to learn at your own pace



Term time only contracts OR 26 days annual leave PLUS bank holidays. rising to 32 days after 5 years service



Honouring continuous service with other local authorities & Multi Academy Trusts



We remain in the Teachers Pension Scheme and Local Government Pension Scheme

Dear Applicant,

Thank you for your interest in our vacancy at Wellfield Academy, a school within Endeavour Learning Trust.

You will be joining a well-established and enthusiastic team at Wellfield Academy, where you will not only have the support of your immediate team members, but the expertise of the Endeavour Learning Trust central team.

Wellfield Academy is an ambitious, growing and thriving school. At our school, students experience inspirational and challenging teaching, excellent pastoral care and a genuine belief that every child can succeed. The successful candidate will join us at an incredibly exciting time for the school. We are one of just a small number of schools nationally to be chosen for the Department for Education's Schools Rebuilding Project, which will see us move into a brand-new state of the art school in the coming years. In addition, our fantastic reputation in the local community has secured a significant growth in the number of students attending Wellfield. The number of families choosing Wellfield as their first-choice secondary school has more than trebled in the past three years and we are excited to welcome more staff into the Wellfield family as a result.

As a school situated in the heart of Leyland, one of our many strengths is our community spirit and family feel. Each student is known as an individual and supported by key staff, as well as being challenged to be the best they can be. At Wellfield, we believe that every child should be treated as we would want our own children to be. As a result, our students feel safe and valued in an environment where we find the right balance between support and challenge. Our mantra is 'Nothing but the Best' and this permeates everything that we do for every student and every member of staff. Our family ethos is tangible: we work as a team, and we want the best for everyone.

We are dedicated to developing students who are aspirational, inclusive of one another and rooted in their community. We are extremely passionate about ensuring the successful development of each individual child within an ambitious learning environment. Our students behave well, and they thrive in our warm and inclusive environment. We are proud of our significant improvement over recent years, and we will continue to provide the very best for each and every one of our students. However, we are also staunch in our commitment to doing this in a way which protects the wellbeing of our staff and our students. Our commitment to reducing workload is non-negotiable. We seek to thrive; individually, together, in our classrooms, staffrooms, schools and right across the Trust.

We hope the enclosed information about the role will encourage you to apply.

Yours faithfully,

Mr J Lewis
Headteacher

Assistant to the SENCo

36 hrs, Permanent & Term time plus two weeks

Grade 6 SCP 11-19

FTE £28,142 - £32,061

Actual £23,761.75 - £27,070.76

Join Our Team at Wellfield Academy.

Are you looking for a role where each day is different, filled with experiences that are both challenging, enjoyable and fulfilling? A role where you go home with a sense of reward and achievement? Wellfield Academy is looking for an enthusiastic and passionate Assistant to the SENCo to join our established team on a permanent, term-time only basis. This role is ideal for a candidate with a good understanding of Special Educational Needs and Disabilities (SEND) who is looking for a rewarding role in a supportive and ambitious school.

The role is to support our SENCo with administrative processes, parent communication and multi-agency involvement, helping to release time for the SENCo to focus on developing inclusive practices across the classroom. It is an exciting time to join our team as we continue to strengthen and develop our SEND provision, including our **Thrive** enhanced provision. Thrive provides a tailored, nurturing educational environment for students who require a more personalised approach to learning, enabling them to thrive both academically and socially. The successful candidate will play an important part in supporting the coordination and day-to-day effectiveness of this provision, working closely with staff, families and external agencies to ensure the best possible outcomes for our students.

You will be joining a team of positive and enthusiastic staff who are committed to providing the highest quality support for our students and the wider school community.

The successful applicant will be a positive, flexible and motivated individual with personal drive. You will have a calm and organised approach, with the ability to work professionally to strict deadlines while responding effectively and efficiently to challenges. You will communicate confidently and effectively in a variety of situations and be able to work both collaboratively as part of a team and independently, building and maintaining positive working relationships with colleagues.

If this sounds like the opportunity you have been looking for, then please follow the guidance below on how to apply.

ROLE DETAILS

This role is 36 hrs, permanent and term time only plus two weeks. Hours are 8:15am-4:00pm Monday to Thursday and Fridays 8:15-3:45pm.

HOW TO APPLY

Please complete our online application form (via My New Term) in full, along with a personal statement to support your application and outline the relevant experience you can bring to Endeavour Learning Trust.

If you require any further information please contact our Operations Manager, Elaine via e.courland@wellfieldacademy.org

SAFEGUARDING

Endeavour Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

Please note that in line with Keeping Children Safe in Education, an online search will be carried out as part of our due diligence on shortlisted candidates.

JOB DESCRIPTION

Assistant to the SENCo



The key task of the Faculty is to assist with identifying, monitoring, supporting and reviewing individual students who are at risk of underachieving and not meeting age related expectations and/ or students who are vulnerable and require support as appropriate

The Assistant to the SENCo should support the work of the Faculty in efficiently and effectively managing the requirements of these students. In order to do this the post holder should work with and maintain communication with the Head of Learning Support and also other members of SLT, particularly with regard to ensuring all legal and statutory requirements are being met both before and after intervention

To support the SENCo in delivering high-quality SEND provision across the academy, including our **Thrive** enhanced provision for students who require a tailored educational experience. This will involve working closely with staff to meet individual needs, supporting personalised interventions, and helping create an inclusive environment where every student can flourish.

Key Responsibilities

To play a key role in developing the effectiveness of the Learning Support Faculty

To support the raising of standards for and removal of barriers for children with additional needs to support students to make good progress

To support and assist, as appropriate, the Head of Learning Support in all aspects of the effective running of the Faculty

Main Activities

- To promote an ethos and culture within the department that is in line with achieving the aims of the school
- To lead, supervise and support students in the Learning Support room
- To support students across all of the SEND areas of need to make progress when they work in the Learning Support room(s)
- Assist SENCo in ensuring the school meets statutory responsibilities for Education & Health Care Plans and their Annual Review
- Organise and assist in the annual and interim reviews of children with EHCP's – obeying the legal requirements for setting up the meeting, including completion of templates/forms as required, collecting relevant information from all agencies involved including subject teachers, taking notes and implementing actions as directed by the Head of Learning Support following the meeting
- To contribute to compiling and updating, with regular reviews the SEND register in agreement with the Head of Learning Support
- Collating information to refer students for statutory assessment by collecting evidence showing that the child concerned has significant needs and that the school has done all it could reasonably be expected to do in agreement with the Learning Support
- Liaising with Head of Learning Support to draw up the child educational advice if a referral is accepted · As required, liaising with feeder schools in the primary sector and post 16 sector with regard to pupils with SEN to ensure continuity of care including transition from primary to secondary
- Where appropriate, identify resources needed to meet the needs of pupils with additional learning needs and advise the Head of Learning Support of priorities for expenditure.
- Support the Designated Teacher for Children Looked After (CLA) to ensure that the school meets statutory responsibilities for Children Looked After, liaising with external agencies, organising meetings, reviews/termly PEPs, taking minutes and initiating any actions as directed by Head of Learning Support. This may include provision map work related to the Pupil Premium Plus funding for each individual child
- Providing advice to the Head of Learning Support relating to resource requirements, the deployment of staff and timetabling in relation to the support of children with additional needs.

- Make arrangements for testing eligibility criteria of all students identified as having potential difficulties in exams (specifically GCSE exams) in summer term of Year 9.
- Liaise with all associated staff about students SEND, SEMH and welfare
- Liaise with all associated staff about work and resources for students working in the Learning Support rooms – feedback as appropriate
- With the Head of Year, be a link with students/parents who are not attending school and make plans with them for a phased return to education. Where appropriate, complete home visits
- Support students to make effective transitions; start of day, lesson to lesson for example
- Direct the arrangement of reading tests for students transferring mid-year in order to create standard baseline.
- Complete Form 8 basic personal information in support of the online EAA applications for students identified by the Head of Learning Support during the summer term of Year 9 and autumn term Year 10 to enable maximum usage of any concessions
- Ensure overview of eligibility for access arrangements is up to date as advised by the Head of Learning Support and liaise with Exams Officer to put place where appropriate for end of year exams and specifically at KS3 and KS4 by coordinating applications and in conjunction with the Exams Officer
- Collect and interpret specialist assessment data gathered on pupils and use to inform practice
- For children with SEND and additional needs, with administrative support, complete and support completion of Early Help and/or CAF (Common Assessment Framework) Forms:
 - 1) Contribute to the completion of Early Help or Common Assessment Framework (CAF)
 - 2) forms by guiding, leading, developing, improving and responding to parents who have
 - 3) the knowledge of their child's difficulties
 - 4) Advise on likely outcomes and complete referrals where required.
 - 5) Action/disseminate info to meet needs.
 - 6) Liaise with identified external agencies
 - 7) Establish and update regular reviews of actions
 - 8) Maintain accurate records of the forms
 - 9) Organise Team Around the Family (TAF) meetings acting as focal point
 - 10) Complete accurate Minutes of TAF Meetings, if required
 - 11) Keep relevant staff up to date on process and outcomes
- Support the Head of Learning Support to organise and support the review of Pupil Passports termly and at least annually
- Keep relevant staff up to date on process and outcomes

Communications

- Liaise with other schools to ensure continuity of support and learning when transferring pupils with additional needs
- Attend Faculty and Pastoral team meetings to help create positive solutions for learners with additional needs
- To inform the Exams Officer of all relevant requirements to ensure provision for special needs for all exams (internal and external) is identified and met and intervene as needed
- To contribute to effective communication/consultation as appropriate with colleagues, leadership, parents and students
- To liaise with relevant external bodies
- To ensure all meetings with external agencies and parents are at a time suitable for both Head of Learning Support
- Ensure adequate resources are available for use at all times and that recording of information is up to date and appropriate to the need of the department – to include filing, photocopying, scanning for electronic records and other basic administration tasks

Quality Assurance:

- To comply with common standards of practice within the faculty
- To support Academy quality procedures
- To contribute to the monitoring and evaluation of the faculty in line with agreed Academy procedures including evaluation against quality standards and performance criteria
- To seek/implement modification and improvement where required

Other Duties

- Uphold the school's behaviour code and uniform regulations
- Participate in staff training and attend team and staff meetings
- Meet regularly with the Intervention Team to identify and the monitor progress of students with additional or different learning needs
- Support the Intervention Team in developing best practice for all vulnerable groups within the school
- Feedback on national and local initiatives
- Respond to parents and develop closer positive relationships so that their opinions and thoughts about their children are valued
- Maintain effective partnerships with parents/carers so as to promote learning and to provide information to parents about targets achievements and progress
- Contribute to the induction programme for new learners

PERSON SPECIFICATION

	KEY CRITERIA	Essential (E) or Desirable (D)
QUALIFICATIONS	NVQ Level 2 or 5 GCSE's (or equivalent) A*-C including English and Mathematics / Grade 9 to 5	E
EXPERIENCE AND KNOWLEDGE	Experience of working with or caring for children of relevant age	E
	Experience of working with vulnerable students or transitions	D
	Experience of administrative work	D
	Experience of working within a school environment	E
	Experience with Fair Access, EHE, or Alternative Provision	D
	Familiarity with Arbor or similar MIS systems	D
	Experience of supporting pupils with challenging behaviour	D
SKILLS AND ATTRIBUTES	Ability to operate at a level of understanding and competence equivalent to NVQ Level 2 standard	E
	Ability to relate well to young people	E
	Ability to form effective and appropriate working relationships/boundaries with young people	E
	Capable of working effectively as a member of a team	E
	Good spoken and written communication, planning and organisational skills.	E
	Time management skills	E
	Ability to prioritise conflicting demands and manage own workload effectively	E
	Ability to work accurately under pressure and to tight deadlines	E
	Efficient, meticulous and well organised	E
	Knowledge of concept of confidentiality	E
	Standard office practices and procedures	E
	Accuracy and attention to detail incorporating good numeracy and literacy and IT skills	E
	Adaptable with a flexible approach to work	E
	Operate a computer and other standard office equipment	E
	Maintain effective working relationships with school, staff and students and those encountered in the course of work	E
	Communicate with the public in a courteous and professional manner in writing, by telephone and in person	E
	Respond rapidly and accurately to situations	E

	Able to use own initiative and work independently with general supervision	E
	Understand and carry out written and oral instructions	E
PROFESSIONAL AND PERSONAL ATTRIBUTES	Be honest and trustworthy	E
	Be respectful and polite	E
	Possess cultural awareness and sensitivity	E
	Ability to deal with confidential matters in a professional manner and to maintain confidentiality	E
	Show initiative	E
	Good communication skills	E
	Demonstrate sound work ethics	E
	A commitment to contributing to the wider school, Trust and its community	E
	Ability and willingness to travel between sites, as required	E
OTHER	Clearance through the Disclosure and Barring Service	E
	Compliance and adherence to the documents 'Keeping Children Safe in Education' 'Guidance for Safer Working Practice' & 'Guidance for Conduct'	E