



Little Mead Primary Academy

**SENCo and Assistant Head
Leadership Scale: L4**

**Application Pack
May 2026**

About the Role

Assistant Head (Inclusion and SENDCo) – Start date September 2026

Leadership Scale: Spot point L4

Dear Applicant

Thank you for your interest in the position of SENCO / Assistant headteacher at Little Mead Primary Academy. This is a full-time role and we are looking for someone to join us in September 2026.

We are looking to appoint an enthusiastic, experienced SENCO who will be a part of the Senior Leadership team. The Assistant Head will lead SEND provision and the school's inclusion strategy.

You will quickly become one of the key people for a lot of our children and their families. You will work closely with the Assistant Head Pastoral and will be supported by the Headteacher and Deputy Headteacher. This role is an opportunity to make a real difference to the lives of young people. You will be an inspiring role model, focused on helping pupils most in need of support. Our SEND provision has recently been judged as Strong by OFSTED.

We work as a team to support our children, especially our most vulnerable children, to engage positively in school in the classroom and with their peers. We work with our families to find solutions and appropriate support for our children to ensure success in school.

As this role has a strong focus on the leadership of SEND, we welcome applicants who are experienced SENCO's. We can provide strong CPLD, and opportunities to grow to become the best practitioner you can be.

The successes of our pupils come because of a relentless and shared approach to achievement for all from the entire staff team who are united in the belief that all children can, and will, succeed as a result of high-quality teaching from passionate and caring professionals.

As a leadership team we really want you to achieve your potential and we have a well-developed and effective approach to supporting staff development which is based in evidence informed research, using an instructional coaching model, so that you can be successful in your career. At Little Mead we are a team: our staff love working here and thrive on the support, development, encouragement and belief in success that we offer.

In addition to normal pay and conditions we will offer the successful candidate:

- a fully resourced building with beautiful grounds
- supportive and ongoing professional development throughout the year
- a dedicated Trust Lead for SEN who really knows the school and is eager to support a new SENCO
- a bespoke training plan to enable you to deliver excellent outcomes and progress in your career
- a solution focussed team who work together closely to deliver the best for our community
- a supportive leadership team who will support you to be successful
- a commitment to reducing unnecessary workload so that you can focus on improving outcomes
- regular opportunities to network, moderate with and work with other colleagues in the Trust
- extremely supportive parents who are keen for their children to do well

The school and the Trust place no limits on their aspirations for our pupils and we all believe in the importance of opening horizons and opportunities for those less well placed to see it for themselves. Little Mead is a wonderful place to work. Everyone gets a real sense of joy working here.

Please visit our website [Little Mead Primary Academy - Home](#) If you have any questions relating to this role, please contact the school office 0117 377 3279 or email: office@littlemead.tila.school.

If you would like a tour to find out just what a great opportunity this is, please let us know via the office. We have four tour times available. 2 June @4pm, 3 June @10am, 4 June @1:30 or @4:30.

If what we are doing resonates with you, and you are keen to work in a great supportive environment, please do apply.

We would warmly welcome your application.

John Calvert
Headteacher

Job Description

It is expected that staff at Little Mead Primary Academy agree with, abide by and promote the aims and objectives of the school. The school is an institution where each member is valued as part of our school community which is committed to equality of educational opportunity.

Main Purpose:

- Lead the school's inclusion strategy, ensuring all pupils have access to high-quality education and support.
- Oversee the SEND provision, ensuring compliance with statutory requirements and best practices.
- Work collaboratively with staff, parents, and external agencies to support pupil progress and well-being.

Key Responsibilities:

- Develop and implement the school's SEND policy and provision.
- Coordinate and manage the work of the SEND team.
- Ensure accurate and up-to-date records are maintained for all pupils with SEND.
- Provide guidance and support to teachers and support staff on effective differentiation and inclusion strategies.
- Lead on the assessment and identification of pupils' needs.
- Liaise with parents and carers to ensure effective communication and involvement in their child's education.
- Monitor and evaluate the effectiveness of provision for pupils with SEND and report to the senior leadership team and governors.

School and Trust Vision

- To support the vision and aims of the school and Amplify Education.
- To implement changes as directed by the Headteacher.
- To work collaboratively with colleagues to create and achieve the aims of the school development plan.

Strategic direction

- Develop and implement policies relevant to your responsibilities in line with our school's commitment to high-quality teaching and learning.
- Feed into the school development plan and produce an action plan for your areas of responsibility.
- Promote pupils' spiritual, moral, social, cultural, physical and mental development alongside British values.
- Consult pupils, parents and staff, and assess the feedback against the school's vision, values and aims
- Liaise with the multi-academy trust (MAT) on projects and activities.
- Share outstanding practice, knowledge and expertise throughout the school and Trust as appropriate.

General Responsibilities

- Work in compliance with the Code of Conduct and policies of the Trust, having regard to safeguarding, equal opportunities and inclusion at all times.
- Support continuous improvement in both personal performance and the work of the team.
- Adhere to safe working practices in premises/work areas for which you are responsible. These are defined in the Trust's Health & Safety Policy and codes of practice.
- Ensure that quality of work is of a high standard and complies with current legislation / standards.
- Provide a professional and positive role model in terms of personal presentation, timekeeping and behaviour.
- Take responsibility for personal professional development, participating in PDR processes and working towards targets as agreed with the Head Teacher.

- Attend and lead when appropriate staff meetings and leadership meetings.

Other duties

- To ensure that critical documentation and records relating to the allocated children are up-to-date, particularly in relation to safeguarding and the accurate use of CPOMs
- To maintain records and provide statistical reports where requested
- To undergo appropriate training to develop and maintain the knowledge and skills required to carry out the role
- To model best practice and uphold the principles of confidentiality and data protection at all times.
- To support smooth running of the school undertaking duties as directed, including before/after school

GENERAL AND REVIEW:

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes. You may be required to undertake such duties as may from time to time be reasonably assigned by the Headteacher or his/her delegate.

This job description is not necessarily a comprehensive definition. It will be reviewed periodically.

PART TWO: PERSONAL AND PROFESSIONAL CONDUCT

A member of staff is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct, whilst working at the school.

Members of staff are expected to maintain high standards of ethics and behaviour within and outside school, by:

- Treating students with dignity, building relationships rooted in mutual respect, and at all times observing boundaries appropriate to a staff member having regard to the need to safeguard students, in accordance with statutory provisions
- Showing tolerance and respect for the rights of others
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- Ensuring that personal beliefs are not expressed in ways which could exploit students' vulnerability or might lead them to break the law
- Members of staff must have proper and professional regard for the ethos, policies and practice of the school in which they work, and maintain high standards in their own attendance and punctuality
- Code of conduct: The school expects all staff to adhere to the school's code of conduct.

Additional duties/ responsibilities

To comply with any reasonable request to undertake work of a similar level that is not specified in this Job Description.

Equalities

The Trust has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, undertake appropriate training and challenge racism and all forms of discrimination.

Health and Safety

Every employee is responsible for their own Health and Safety, as well as that of colleagues, students and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management personnel.

Date of Job Description: May 2026

Person Specification: SENDCo and Assistant Headteacher

This specification describes the qualifications, skills and personal qualities needed by the successful applicant for the post.

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • Qualified teacher status • National Award for SEND Coordination or NPQ. You may be currently studying for the qualification. • Evidence of continuous professional development in SEND and inclusion 	<ul style="list-style-type: none"> • DSL Trained
KNOWLEDGE AND EXPERIENCE	<ul style="list-style-type: none"> • Successful experience in a leadership role related to SEND and inclusion • Experience in working with pupils with a range of SEND • Experience in leading and managing staff • Knowledge of safeguarding/child protection procedures and experience of managing these with young people • Significant experience of SEND work with children in a primary school • Experience of working with external agencies to promote good outcomes for children 	<ul style="list-style-type: none"> • Evidence of professional development and recent relevant training • Experience of working in more than one school leading SEND
SKILLS AND KNOWLEDGE	<ul style="list-style-type: none"> • Strong knowledge of the SEND Code of Practice and relevant legislation • Ability to analyse data to inform planning and provision • Excellent communication and organisational skills • Ability to lead and motivate a team 	
ABILITIES AND APTITUDES	<ul style="list-style-type: none"> • Excellent interpersonal skills with the ability to listen, question, negotiate and reflect • Ability to develop trust and respectful relationships with young people and their families • Excellent written and verbal communication skills • Ability to deal with a wide range of audiences including within school, parents/carers and external agencies • Good administrative and IT skills • Excellent organisational skills • Ability to work as a proactive team worker and independently 	<ul style="list-style-type: none"> • Ability to present to larger groups of children/ parents
EDUCATIONAL VISION AND VALUES	<ul style="list-style-type: none"> • Deep commitment to inclusive practices and to promoting equality and diversity • Commitment to continuing professional development and awareness of your own training needs • A willingness to work across the whole school community and to support the school's ethos, vision and values 	
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Personal integrity and sensitivity • An enthusiasm to inspire children and their parents • High expectations and a commitment to improving outcomes for all pupils • Ability to work under pressure and manage time effectively • Commitment to safeguarding and promoting the welfare of children 	Ability to work in a tight-knit, supportive team

Safeguarding

Amplify is committed to safeguarding and promoting the welfare of children. All appointments will be subject to a satisfactory enhanced DBS disclosure.

The Trust is committed to Safeguarding and Promoting the welfare of all of its children. Each student's welfare is of paramount importance.

The Trust's Child Protection and Safeguarding Policy applies to all adults, including volunteers, working in or on behalf of the Trust. The policy can be found on our website.

The five main elements of our policy are to:

- ensure we practise safe recruitment in checking the suitability of staff and volunteers to work with children
- raise awareness of child protection issues and equip children with the skills needed to keep them safe
- develop and implement procedures for identifying and reporting cases, or suspected cases, of abuse
- support pupils who have been abused in accordance with the agreed child protection plan
- establish a safe environment in which children can learn and develop.

Safer Recruitment:

Amplify is committed to safeguarding children and young people. All post holders are subject to a satisfactory enhanced Disclosure and Barring Service clearance. Our policy and practice are in line with the Department for Education's 'Keeping Children Safe in Education' Guidance.

We ensure that all appropriate measures are applied in relation to everyone who works for the Trust who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job.

Guidance for Applicants

Applications will only be accepted from candidates submitting an expression of interest through letter of application. Your letter of application should be written to the Headteacher and address the person specification points carefully. You should write how and why you feel that you are equipped to fulfil this role noting your experience, skills, personal attributes and values. We are particularly interested to know why you want to work at Little Mead Primary Academy. Ensure that you cross-reference the person specification throughout your application with examples of where you have fulfilled aspects of the job description and the impact it had.

Amplify is committed to safeguarding and promoting the welfare of children. All appointments will be subject to a satisfactory enhanced DBS disclosure.

You should be aware that provision of false information is an offence and could result in your application being rejected or summary dismissal if you have been selected, as well as possible referral to the police and/or DBS and/or other relevant investigating bodies.

Key Dates:

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| 18 June 2026 @ 12pm | - Deadline for applications |
| Friday 19 June | - Successful candidates contacted for interview |
| Thursday 25 June 2026 | - Interviews |

Visits to the school are warmly encouraged. Please call the school office to book one of the tours below:

- 2 June @4pm,
- 3 June @10am,
- 4 June @1:30pm,
- 4 June @4:30pm.

We reserve the right to interview early for the right candidates so early applications are encouraged.

Applications should be created using the online Portal in either e-Teach or My New Term.

We look forward to receiving your application.