



SEND Coordinator APPLICATION PACK

Dear Colleague

Welcome to Kingsway Park High School and thank you for your interest in us.

Kingsway Park High School is proud to be a vibrant, inclusive and diverse school with approximately 1350 students, 47 different nationalities and 25 spoken languages. We have state-of-the-art facilities, and we provide an individualised and unique curriculum offer for all students regardless of their starting point, gender, ethnicity, faith or need.

We care for, nurture and develop the whole child while improving aspirations, learning and achievement for all. In addition to ensuring each student's academic potential, we also prepare them to be socially responsible citizens who can flourish in society and give back to their local community. We seek to remove any barriers of inequity, which prevent equality of opportunity so that all students can aspire and be inspired to realise their dreams.

Our school has a strong sense of community, purpose and belonging. We value our students and recognise that success looks and feels different for each one of them. However, what is consistent is our team of passionate, enthusiastic and committed staff who work relentlessly in the pursuit of excellence for the students and community we serve.

We have a strong commitment and belief in developing staff at all levels. We seek to recruit and retain colleagues whose drivers match our school ethos and are committed to their own professional development. Successful candidates will receive a high-quality induction, appraisal, continuous development programmes (including nationally recognised leadership qualifications), and opportunities to contribute to whole school impact projects throughout their Kingsway careers.

I hope you find this application pack helpful in making your decision to apply for this exciting career opportunity. If you have any questions for us, do get in touch, we are always here to help.

I would like to thank you for your application, investment of time and - whatever the outcome - I wish you well in the future.

Yours sincerely



Simon Ward
Headteacher

Making your application

I hope that when you read this pack you are inspired to apply for the post.

Application

1. Complete the Altus Education Partnership application form.
2. Provide a supporting statement of no more than one side of A4 which should address the criteria in the person specification.
3. Send your completed application form by email to recruitment@altusep.com

Deadline

The deadline for the post is **17th May 2026** (to arrive no later than 12.00 midday).

Interviews are expected to take place on **Thursday 21st May 2026**

Shortlisting

Regrettably, we are unable to inform candidates who have not been shortlisted. If you do not hear from us, please consider your application unsuccessful this time.

Salary

The post will be paid on the **Teacher MPS/UPS plus TLR1A**

Start Date

September 2026

For an Application Pack

1. Visit www.altusep.com
2. Contact Caroline Sullivan – HR Officer: recruitment@altusep.com
3. Telephone 01706 769835

Reward Package & Additional Benefits

We offer a comprehensive package, including membership of our outstanding Teachers' Pension Scheme; our 'Employee Benefits Programme' which provides a range of options including:

- Our Cycle to Work Salary Sacrifice Scheme
- Free access to Employee Assistance Programme, offering guidance, support and counselling on a range of subjects
- Generous holiday entitlement

Altus Education Partnership is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. This position is subject to an Enhanced DBS check under the Rehabilitation of Offenders Act 1974. In accordance with the recommendations set out in KCSIE the Trust carries out online searches on shortlisted candidates. It is also Trust policy to contact at least 1 reference prior to interview.

Background Information

Kingsway Park High School

Kingsway Park High School joined the Altus Education Partnership in February 2022. KPHS students live in and travel to us from communities all over Rochdale and the surrounding areas. We are very proud of the high-quality facilities, resources, and environment that we provide for both staff and students.

We hold our school values of **Trust, Professionalism, Integrity, Respect, Kindness and Effective Communication** at the core of everything we expect from our students. Students are awarded when they consistently demonstrate our values.

If you would like to visit the school to get a feel of who we are and where we are going, we would warmly welcome you.

Altus Education Partnership

Altus Education Partnership is a Multi Academy Trust and was established in 2017 through Rochdale Sixth Form College, an Ofsted Outstanding provider, and grew from the Trust's desire to improve education in the borough of Rochdale as a whole.

The Trust currently comprises five academies, including ourselves. The other four academies are:

- **Rochdale Sixth Form College**, opened in 2010 to address the significant underachievement in A level performance in the borough. Since then, it has dramatically raised achievement in the area and is recognised nationally as a centre of excellence. The College is Ofsted Outstanding, Sixth Form College of the Year 2021, and regularly ranks among the highest performing colleges in the country in both the DfE's Performance Tables and the National Achievement Rate Tables.
- **Edgar Wood Academy** opened in 2021 under Wave 13 of the Free Schools Programme. While the school was judged Requires Improvement at its first inspection, Ofsted has since recognised that the school is improving, and we are confident in the direction of travel. The Academy is building a strong reputation locally and benefits from a committed staff and leadership team focused on rapid progress.
- **Bamford Academy** is an Ofsted-rated Good primary school providing a caring and nurturing environment. It is a popular first choice for many families in the area.
- **Caldershaw Primary School** joined the Trust on 1 July 2025. It is Ofsted Outstanding and one of the most oversubscribed primary schools in Greater Manchester.

Altus is on the cusp of further growth, with three additional schools currently considering academisation in the autumn term.

We also benefit from strong local partnerships. Most notably, and uniquely within the post-16 sector, Altus has a Memorandum of Understanding with Hopwood Hall College, coordinating curriculum and supporting seamless transition for students into post-16 education.

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Role Description

Job Title:	SENDCo
Reports to:	Assistant Headteacher – SENDCo
Staff Responsibility for:	HLTA / TAs
Contract:	Permanent
Salary:	Teacher Main Pay Scale / Upper Pay Scale + TLR1A (£10,173)
Start Date:	September 2026

To contribute to the development and leadership of a strong, effective SEND department within our secondary school with an emphasis on promoting a culture of educational excellence, within a nurturing, safe and secure environment. The school is enriched with the behaviours and values of trust, integrity, professionalism, respect, kindness, and effective communication which extends beyond the school into the wider community.

At Kingsway Park High School we care for, nurture, and develop the whole child while improving aspirations, learning and achievement for all. In addition to ensuring each student's academic potential, we also prepare them to be socially responsible citizens who can flourish in society and give back to their local community. The role of SENDCo is to work with leaders and staff within the school to remove any barriers of inequity, which prevent equality of opportunity so that all students (regardless of their individual SEND or behaviour need) can aspire and be inspired to realise their dreams.

Purpose of the Post

- To lead and manage the provision for students with Special Educational Needs and Disabilities (SEND), ensuring they receive high-quality support to achieve their full potential.
- To work closely with the Assistant Headteacher -SENDCo in implementing and overseeing SEND strategies across the school.
- To ensure compliance with the SEND Code of Practice, statutory requirements, and school policies.
- To support and develop staff in delivering high-quality, inclusive teaching and learning for students with SEND.
- To work collaboratively with parents, carers, and external professionals to provide the best support for students with SEND.

Key Responsibilities:

Strategic Leadership and Management

- Assist in the development and implementation of the school's SEND policy, ensuring it aligns with national and local regulations.
- Lead, manage, and develop the SEND team, including HLTA's, Teaching Assistants and other support

staff.

- Play a key role in strategic decision-making regarding SEND provision within the school.
- Develop and maintain clear systems for tracking, monitoring, and evaluating the progress of SEND students.
- Ensure all staff understand their roles and responsibilities in relation to SEND and inclusion.

SEND Provision and Compliance

- Oversee the assessment, identification, and review processes for students with SEND, ensuring timely interventions.
- Ensure that all Education, Health, and Care Plans (EHCPs) are effectively implemented and reviewed in line with statutory requirements.
- Manage the allocation and deployment of SEND resources, ensuring they are used effectively to support student progress.
- Monitor and evaluate the impact of SEND interventions and adjust provision accordingly.
- Ensure compliance with safeguarding policies, risk assessments, and health and safety considerations for SEND students.

Teaching, Learning, and Staff Development

- Work closely with classroom teachers to develop inclusive teaching strategies and adapted learning opportunities.
- Lead the development and delivery of high-quality SEND training and CPD for teaching and support staff.
- Promote a culture of high expectations and inclusive teaching practices across all subject areas.
- Support teachers in planning and delivering lessons that cater to a wide range of needs and abilities.
- Encourage the use of assistive technology and adaptive resources to support SEND students.

Collaboration and Communication

- Work closely with parents and carers, ensuring they are engaged and involved in their child's education.
- Liaise with external agencies, including educational psychologists, speech and language therapists, and local authority SEND teams.
- Attend multi-agency meetings, annual reviews, and case conferences as required.
- Develop and maintain effective communication channels between the SEND team, staff, students, and parents.

Pastoral and Well-being Support

- Promote an inclusive and supportive school culture that prioritises student well-being.
- Collaborate with pastoral staff to support students' social, emotional, and mental health needs.
- Implement effective behaviour support strategies for students with SEND.
- Ensure students with SEND have access to appropriate extracurricular and enrichment activities.

Other:

- The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. An enhanced DBS check will be carried out on the successful candidate.
- The Trust is committed to equal opportunities for all.
- The successful candidate will be required to complete a satisfactory medical screening assessment and provide two satisfactory references, identity check and right to work.

- The terms and conditions are specified within the contract of employment.

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading. The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

Person Specification

No.	CATEGORIES	Assessed by:		
		Essential/ Desirable	App Form	Interview
1.	Qualified Teacher Status (QTS) with substantial teaching experience.	E	√	√
2.	National Award for SEN Coordination - NASENDCO and/or NPQ SENDCo (or willingness to complete within 3 years).	E	√	√
EXPERIENCE				
3.	Proven experience of working with students with SEND in a secondary or primary school setting.	E	√	√
4.	Experience of leading and managing evidence based interventions and tracking student progress.	E	√	√
5.	Experience of working with multi-agency professionals, including therapists and external SEND services.	E	√	√
6.	Experience of delivering staff training and leading initiatives related to SEND and inclusion.	E	√	√
ABILITIES, SKILLS AND KNOWLEDGE				
7.	Evidence of ongoing professional development related to SEND, inclusion, and leadership.	E	√	√
8.	Additional training or qualifications in areas such as Autism, Dyslexia, Speech and Language, or SEMH (desirable).	D	√	√
9.	Strong knowledge of the current SEND Code of Practice and the implications of the recent White paper	E	√	√
10.	Strong understanding of the evidence base around teaching SEN in mainstream – adaptive teaching, interventions, deployment of TAs	E	√	√
11.	Ability to work strategically and operationally to improve SEND outcomes.	E	√	√
12.	Strong leadership, communication, and interpersonal skills.	E	√	√



13.	Ability to analyse and use data to inform decisions about SEND provision and interventions.	E	√	
14.	High levels of emotional intelligence, patience, and resilience.	D	√	√
15.	An unwavering commitment to supporting the experiences and outcomes for all students.	E	√	√
PERSONAL CHARACTERISTICS				
16.	An unwavering commitment to the Altus Education Partnership's vision, mission and values	E	√	√
17.	Willing to be accountable and to take personal responsibility for own actions.	E	√	√
18.	Resilience and the ability to grow professionally and flexibly within a start-up and developing organisation	E	√	√



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