



ACADEMY
GREAT BARR



Assistant SENDCo Applicant Information Pack

September 2026

Headteacher's Welcome

Welcome to Q3 Academy Great Barr

Thank you for considering Q3 Academy Great Barr as the next step in your professional journey. We are proud to be a vibrant, inclusive community where every member is valued, and every student is empowered to thrive.

At the heart of our Academy lies a clear and compelling mission: to be the most inclusive, best-performing school in our local area. This ambition is not just a statement—it is a daily commitment that shapes our culture, our curriculum, and our relationships.

We live this mission through our core values of CARE:



Community – *We are stronger together. We foster a sense of belonging where every voice is heard and every individual is respected*



Ambition – *We set high expectations for ourselves and our students, striving for excellence in all that we do*



Respect – *We treat one another with dignity and kindness, creating a culture of mutual trust and understanding*



Excellence – *We pursue the highest standards in teaching, learning, and leadership, always seeking to improve and innovate*

These values are not just words—they are the principles that guide our decisions, shape our relationships, and define our school culture.

If you are passionate about education, committed to inclusion, and eager to make a meaningful impact, we warmly invite you to join us. At Q3 Academy Great Barr, your talents will be valued, your growth will be supported, and your work will help shape the future.

Mr Chris Bury
Headteacher



About our Academy



An exciting Job Opportunity has arisen at Q3 Academy Great Barr!

Q3 Academy Great Barr is seeking a motivated and dedicated individual to join our team. This is the perfect time to become part of our team under the leadership of our new Headteacher.

As a mixed comprehensive academy with a dynamic Sixth Form, Q3 Academy Great Barr serves a vibrant and culturally diverse community of nearly 1,200 wonderful students.

Our gorgeous new buildings are surrounded by open, picturesque fields and woodlands, and the Academy offers a stimulating setting for teaching and learning. Our facilities are designed to inspire, with state-of-the-art classrooms and resources that support a rigorous, knowledge-rich curriculum. This curriculum is carefully crafted to challenge students, develop critical thinkers, and prepare them for successful futures.

Professional growth is embedded in our culture, and Q3 Academy Great Barr presents unparalleled opportunities for students and staff. If you are an educator passionate about shaping the future generation, you will be joining a community where education is valued, diversity is celebrated, and personal development is prioritised. This is a place where your talents will be valued, and your career can flourish.

We are proud to be part of The Mercian Trust, which provides us with access to wider resources, professional development, and a network of educators focused on pioneering teaching and learning methods, including digital transformation. Join us for an opportunity to be at the forefront of a transformative educational approach that champions collaboration, innovation, and excellence in teaching and learning.



Why work here?

- ✓ Join an incredible team of friendly and supportive staff
- ✓ Work with our amazing students in a positive learning environment supported by a centralised behaviour system
- ✓ Manageable marking
- ✓ Supportive feedback culture with no high-stakes observations
- ✓ Rich culture of professional learning, with a high-quality CPD programme
- ✓ Fully resourced curriculum
- ✓ Three-week Christmas break
- ✓ Visible and supportive SLT
- ✓ Modern laptops for staff and visualisers in every classroom
- ✓ Connect and unwind with regular social activities
- ✓ Access to UK Healthcare benefits, supporting your optical and dental care needs and including a free annual flu vaccination
- ✓ Free car parking on site
- ✓ Enjoy exclusive discounts and benefits through an online platform, including a cycle to work scheme



Staff testimonials



“Q3 Academy Great Barr is a great place to work because students appreciate you as a teacher. Often students will thank you for your lesson and I love working with them as a team. It is not just a workplace but a hub of professionals who are always happy to support and encourage others. I feel part of a family rather than one of many.”

– *Teacher of Science (2024)*

“Lots of places promote the idea of students and staff being at the very heart in all that they do. Well, come see a place that actually does that. Visit us and see the smiles, you won’t want to leave!”

– *Teacher of French (2024)*

“I am grateful for the amazing opportunity to work as a teacher at Q3 Academy Great Barr. What sets us apart is the unwavering support from all staff members, from teachers to administrators. Everyone is approachable and always willing to help, making me feel valued and appreciated. Every day is a joy to come to work.”

– *Teacher of Geography (2024)*

Job Description

Title:	Assistant SENDCo (inc. Access Arrangements Co-ordinator)
Reports to:	SENDCo
Contract:	Term Time plus 1 week (40 weeks – 37 hours per week)
Grade:	Grade 7 (SCP 22 - 27)
Salary:	SCP 22 (£29,860) pa to SCP 27 (£34,169 pa)

Main Purpose

The Assistant SENDCo will support the SENDCo in the successful running of the department in ensuring students with additional needs have barriers to learning removed. They will do this by:

- Providing exceptional in class/out of class support to students in their care
- Have excellent relationships with students
- Ensure that they adapt the curriculum so that students with additional needs have full access to the curriculum
- Leading timetabled intervention that has an impact on students learning and achievement.
- Managing staff as directed by the SENDCo.
- Supporting the operational running of the department.
- Co-ordinating access arrangements across the whole school.

Key Duties and Responsibilities

Support to the SENDCo:

- Complete statutory documents in relation to the SEND Code of Practice 2014.
- Complete relevant paperwork and documents for external agencies.
- Lead meetings including Annual Reviews under the direction of the SENDCo.
- Prepare paperwork for Annual Reviews.
- Liaise with external agencies whom provide support to students at the academy.
- Manage and monitor the SEN Register in school in conjunction with the SENDCo.
- Quality assure the work of staff within the department.
- Co-ordinate annual Speech and Language and screening testing for new starters.
- Request information on SEND students from teachers.
- Lead the process of sharing information with staff (One Page Profiles).
- Induct new staff into the department.
- Support the SENDCo in the trial, use and implementation of new technologies to support SEND students.
- Monitor the effectiveness of interventions.
- Share and make staff aware of annual review targets for students.
- Administer diagnostic testing and refer to relevant agencies.
- Organise the transition visits for students joining and leaving the academy.
- Support the SENDCo in gather information about new starters to the academy.
- Manage the Zone on a day-to-day basis under the direction of the SENDCo.

Support to Teacher

- Provide structured support in accordance with specific work programmes/Schemes of Work/Medium Term Plans designed and supervise students.
- Support the SENDCo in the development and implementation of Individual Learning Plans/One Page Profiles.
- Assist in maintaining classroom discipline through the implementation of the academy's behaviour management strategies.
- Provide support to students to achieve learning goals, outlined in Learning Plans/Key Working/EHCPs.
- Assist the teacher with the planning of learning activities.
- Assist the teacher in monitoring students' responses to learning activities and accurately record achievement/progress as directed.
- Provide detailed and regular feedback to teachers on students' achievement, progress, problems etc.
- Undertake appropriate administration tasks in line with the needs of the department.
- To provide absence cover if required.
- Liaise effectively with other colleagues.

Support to Students

- Accompany teaching staff and students on visits, trips and out of academy activities as required.
- Encourage students to interact with others and engage in activities in/out of the classroom.
- Assist children in matters of personal needs and their general health including first aid and welfare matters.
- To act as a Key Worker for the student and be responsible for setting and monitoring weekly targets.
- Ensure regular communication is made with parents/carers.
- Provide universal support to students ensuring their safety, by complying with good H&S practice.
- Update Provision Maps to ensure that students' provisions are clear and costed effectively.
- Support students to improve their achievement.
- Provide welfare support to students (as required, for example eating/personal care).

Support to Curriculum

- Assist the teacher in the preparation and development of agreed curriculum activities/materials.
- Provide support in literacy/numeracy/SEN strategies
- Support the use of ICT in learning activities and develop students' competence and independence in its use.
- Adapt the curriculum to meet the needs of individual students.
- Plan and deliver targeted and planned interventions as directed by the SENDCo and report back on their impact.
- Assess the students progress in their intervention and analyse the data.
- Support relevant clubs and activities e.g. Homework Club/Breakfast Club.
- Train other staff on how to deliver effective interventions.
- Have the responsibility for an intervention area for example literacy.
- Teach timetabled lessons as directed by the SENDCo.
- Support students in class as required.
- Be aware of how to ensure the curriculum meets the needs of SEND students.

- Complete observations of students in lessons as required.

Support to the School

- Promote and safeguard the welfare of children and young persons you are responsible for or encounter.
- Support the development of Teaching Assistants/Senior Teaching Assistants within the department by coaching and mentoring.
- Participate in relevant CPD.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- Complete reports and support the academy reporting process.
- Ensure all students have equal access to opportunities to learn and develop.
- Liaise effectively with teachers/parents/carers, education and health staff and other professional staff as part of the routine consultative process.
- Contribute to the overall ethos/work/aims of the academy.
- Participate in academy life to support the overall effectiveness of the academy.
- Participate in training and other learning activities and performance development as required.
- Participate in your own Professional Growth and complete Professional Growth meetings with other staff as directed.
- Assist with the supervision of students out of lesson times, including before and after academy and at lunchtimes.
- Complete risk assessments or key paperwork as required.

Access Arrangements

- Co-ordinating the process across the academy.
- Ensuring all students have the required testing.
- Ensuring relevant paperwork is completed in a timely manner.
- Ensuring that all of the arrangements are communicated with teachers.
- To keep clear and orderly logs for audit.
- Ensuring that training is up to date.
- Liaison with the Exams Officer to ensure that JCQ Regulations are followed.
- To be aware and confident in your understanding of the JCQ regulations.
- Share information with parents/carers so they are aware of their child's reasonable adjustments.
- To act as a champion and an advocate for students that face barriers to learning.
- Organise suitable venues for students to have their access arrangements administered.
- Train exam invigilators on how to administer/implement access arrangements.

Health and Safety Responsibilities

- All staff have a responsibility to be aware of, comply and act upon the Health and Safety Policies of the School and Trust, and to undertake risk assessments as appropriate;
- The School site is a designated no smoking site (including vapes and e-cigarettes).

Wider Professional Effectiveness

- Participate and actively engage in CPD.
- Demonstrate ongoing improvement in your role as a result of Professional Development.

- Liaise appropriately with colleagues.

Role Model

- Ensure that 'no student is left behind', in their academic and personal development.
- Demonstrate exceptional conduct, professionalism, and time keeping in line with policy.
- Build team commitment and positivity amongst students and staff alike.
- Engage and motivate students and staff to do their best by doing your very best.

Additional Components

- To work in an enthusiastic, cooperative, and polite manner to enhance the School's reputation.
- To work with students in a courteous, positive, caring, and responsive manner.
- Play a full part in the life of the School's community, to support its distinctive mission and ethos, and to encourage staff and students to follow this example.
- Carry out duties in line with all policies and promote a positive, harmonious working environment.

This job description is not an exhaustive list of tasks, and the successful candidate will be expected to perform additional duties that are re-numerate to the grade.

The Mercian Trust is committed to safeguarding and promoting the welfare of children. All post holders are subject to a Satisfactory Disclosure & Barring Service Check. Satisfactory employment references and identification and qualification checks will be required before commencing duties.

Person Specification

Assistant SENDCo

	Essential	Desirable	Assessed
Qualifications			
English and Maths GCSE (C or above/ Grade 4 or above)	✓		A
Relevant qualification in supporting learning/SEND and/or Education		✓	A
Level 7 qualification in co-ordinating and assessing for access arrangements.		✓	A
Degree or working towards a degree		✓	A
Experience			
Evidence of working successfully with young people who have additional needs	✓		I,R
Evidence of supporting young people in a learning environment	✓		A
Experience of planning and delivering intervention groups and 1:1 coaching	✓		A
Demonstrate your ability to overcome a difficulty	✓		A
A commitment to CPD that is appropriate for the nature of the role	✓		A,I
Effective record keeping	✓		A, I
Has managed an area of SEND or a provision within a school setting		✓	A
Able to demonstrate your ability to overcome difficulty	✓		A
Knowledge and Skills			
To understand young people with additional needs	✓		A, I, R
Be able to apply the academy's policies effectively	✓		A,R
Understanding of working in a setting to educate young people	✓		A
Understand how to support a young person in and out of the classroom	✓		A, I, R
To be able to deal with parents/carers and other agencies effectively	✓		I
An accurate and up-to-date knowledge of policies and practices in relation to SEND, Attendance, Equality	✓		A
To enable a young person to make effective progress	✓		I,R
Understands how to effectively safeguard young people	✓		I,R
Knowledge on how to support students to raise their achievement and aspirations	✓		I

To have excellent attendance and punctuality	✓		R
Has an understanding of psychometric testing and can analyse the data/information		✓	A
Leadership			
Has ambitious standards and expectations of yourself	✓		A
Set ambitious standards for others	✓		A, I, R
Support other staff achieve their objectives		✓	I
Have excellent curriculum knowledge and understanding	✓		A, I, R
Excellent knowledge and understanding of SEND	✓		A, I, R
Supervise students effectively	✓		A, I, R
Is a motivator of others	✓		A, I, R
Can inspire young people embody the qualities of the academy ethos and values		✓	I
Is an effective team player	✓		I
Has integrity and accountability	✓		I,R
Has excellent intra/interpersonal skills	✓		I
Does not shy away from a challenge		✓	I,R
Experience in holding others to account		✓	I
The ability to organise, prioritise and delegate		✓	I
A commitment to raising standards for all students	✓		A
Experience in the line management of others		✓	A
Has excellent knowledge of academy procedures to support students learning	✓		A
Supporting Teaching and Learning			
Excellent Literacy and Numeracy skills	✓		A
Strong communicator	✓		A
Can work with young people in a range of settings/venues	✓		I
Can form outstanding relationships with young people	✓		A, I, R
Can adapt lessons/interventions to suit the needs of all young people	✓		A, I, R
The ability to work with students as part of a whole class, 1:1 or in small group	✓		A, I, R
Promote independence of students	✓		A, I
Demonstrate the use of initiative	✓		I
Understand and implement different teaching methods		✓	A, I, R
Has excellent time management and organisational skills	✓		I

Strives to drive achievement and standards	✓		I,R
Is resilient and possess an excellent sense of humour		✓	I
Will embed the academy ethos into all aspects of academy life	✓		R
Is proficient in the use of ICT	✓		A

A = Application Form, I = Interview, R = Reference

How to apply

To apply for this role, please submit an application form on our [recruitment portal](#).

Key dates

Deadline for applications	Sunday 20 th September 2026 at midnight
Interview to be held	Week commencing 21 st September 2026

Please note that the Academy reserves the right to close this vacancy early. We therefore recommend submitting your application at the earliest opportunity.

Visiting the Academy

If you would like to arrange a visit before you apply, please contact Mrs C Drummond, Executive Assistant and Office Manager at c.drummond@gbr.merciantrust.org.uk

