



**Deputy SENDCo**  
*September 2026*

# Deputy SENDCo

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## *A message from the Principal of King's Ely*

Welcome, and thank you for your interest in coming to work at King's. I hope that what you read here will excite you and chime well with your ambitions so that you will want to apply for this position.

King's Ely is an extraordinary place to work: a family of schools educating around 1350 boys and girls aged 2-18 in our Nursery and Pre-Preparatory, Prep and Senior Schools in Ely in Cambridgeshire, and up to age 11 at Fairstead House School in Newmarket. Most of our pupils come from Ely, Cambridge and surrounding areas, while about 200 pupils are boarders from all over the world. King's employs about 540 people in diverse roles from teaching and pastoral care to administration, finance, IT, site services and maintenance and catering.

We often talk about 4 'P's which make King's special: our fundamental **purpose**, unchanged in over 1000 years, in providing the best education and foundation for life we can for the children in our care; our **practice**, ensuring the very highest standards of professionalism and excellence in every area of school life and our commitment to everyone's wellbeing, development and training to achieve this; as an exceptional **place** to grow up and work in with our beautiful 75-acre campus adjacent to Ely Cathedral and the wonderful historical, environmental, spiritual and technological resources available to us; and most of all our **people**, the outstanding and diverse community of pupils, staff and supporters whose commitment, experience and skills are the root of our success.

We welcome all types to join this wonderful mix, and I thank you in advance for the time and thought which I know goes into preparing each application; we really appreciate it and give every application the careful consideration it deserves. I look forward to hearing from you and, I hope, meeting you in due course.

With best wishes,  
John Attwater

## About the School

### **Purpose, Ethos and Values**

King's Ely exists to make the most and best of childhood, and in particular to give the very best education, opportunities and pastoral care to as diverse a community of children as we can. In doing so we aim to prepare each one to live positive, productive, successful and fulfilled lives, for the betterment of themselves and the world around them. We achieve this through the operation of a family of schools centred around a 2-19 co-educational day and boarding school in Ely, aiming to draw fully on our exceptional environment, history, physical, cultural, spiritual and human resources in doing so.

### **History**

King's Ely can trace its origins from at least 970AD, making it one of the oldest schools in Europe. The School was first established to educate the choristers of the worshipping community of Ely and throughout our history we have maintained strong links with Ely Cathedral.

In 1541, King Henry VIII founded a College of Canons at Ely Cathedral to replace the monks whose monastery has been dissolved in 1539 and the School received its Royal Charter, later becoming known as "The King's School".

### **King's Ely Today**

In recent years King's has expanded rapidly, becoming co-educational in 1970, and today educating around 1100 children aged 2-18 at Ely, including 185 boarders.

The school is divided into three sections: King's Ely Senior (age 13-18) and King's Ely Prep (age 7-13), which occupy adjacent campuses and benefit from shared facilities, and King's Ely Acremont and Nursery (ages 2-6) which have their own self-contained campus about 400m from the main site. Additionally, Fairstead House School in Newmarket (for pupils aged 1-11) joined the King's Ely family of schools in 2022.

The main campus extends to around 75 acres and contains buildings spanning the thirteenth to twenty-first centuries, including many of the historic monastic buildings adjacent to Ely Cathedral as well as more recent, purpose-built facilities and almost 40 acres of playing fields.

King's Ely plays a key role in the local community. We are one of Ely's largest employers and contribute greatly to the local economy, and we also continue to educate the choristers of Ely Cathedral. King's Ely also offers a number of bursaries to enable pupils from all walks of life to benefit from the education it offers.

In its recent ISI Inspection (March 2025), King's Ely was found to meet or to exceed all regulatory standards. In addition, the Inspectors judged the School to have a *significant strength* in the way in which its high quality pastoral care is interwoven with a dynamic enrichment programme. This enables "pupils of all ages to develop their independence, intellectual curiosity, creativity and socialization particularly well".

The School is rightfully proud of the Inspection. It is testament to the community spirit of King's Ely and the commitment and respect shown each day by pupils, staff and their families.

King's Ely is affiliated with the HMC, Society of Heads, IAPS, the Boarding Schools' Association and the Choir Schools' Association.



## The Learning Support Department

The Learning Support Department is committed to fostering the school's ethos of nurturing every student's full potential. By catering to individual needs—academic and personal alike—we provide a platform for every student to find their voice and thrive academically and personally. In essence, the Learning Support Department champions the school's mission of unlocking the potential that lies within every student.

There are around 250 students on the overall Learning Support list across the school with around 60 students from Years 9 to 11 having timetabled Learning Support lessons. Each year, around 30 students in Years 12 and 13 also receive Learning Support sessions, usually in blocks of a half-term. We support students with diagnoses of dyslexia, dyspraxia, ADHD and some ASD as well as students who have been found to have processing and memory difficulties through in-school assessment. We provide in-class support where necessary. A small number of students have 121 learning support lessons and these are coordinated by the SENDCo. The Learning Support Department has 4 full-time members of staff including the SENDCo. We also benefit from teaching from specialist Maths, Science and English teachers.

We are seeking a qualified and experienced person to take responsibility for the leadership of access arrangements and be Deputy SENDCo in the senior section of the school. The successful candidate will be a skilled communicator with excellent inter-personal and administrative skills. They will be able to build effective relationships with pupils as well as parents and teachers. The candidate must be well qualified in supporting those with Additional Needs and Special Educational Needs and have extensive experience in a school or college environment. The Learning Support Department is a welcoming place for all members of the school community and the Deputy SENDCo will be someone with the skills and drive to help all students to understand themselves as learners, thus helping them to achieve more than they sometimes thought possible.

## About the Role

Direct Line Manager: SENDCo and Head of Learning Support

## Job Description

### **Main Duties and Responsibilities of the Deputy SENDCo:**

- To oversee, coordinate and work directly with the SENDCo on Exam Access Arrangement coordination, documentation and applications and psychometric testing.
- To remain up-to-date and aware of all relevant legislation for SEN: for example the Disability Discrimination Act, SEN Code of Practice, Safeguarding Children in Education, Children's Act, JCQ EAA.
- To deliver sessions within Learning Support tailored around the Learning Support Curriculum.
- To work with the SENDCo and Admissions department to interview and assess prospective pupils who may have SEND requirements. To liaise with prep schools to ensure continuity of support and learning when SEND pupils transfer to King's.
- To work closely with SENDCo in King's Ely Prep and King's Ely Acremont to ensure effective transitions for pupils.
- To consult, communicate and liaise with colleagues to ensure full access to the curriculum for all pupils.
- To keep an up-to-date Learning Support Register with files for all pupils on the register to provide instant information for teaching staff.
- To ensure that all teachers of pupils on the Learning Support Register are equipped with information and guidelines to support these pupils: monitoring and advising on the type and range of teaching and learning resources being utilised to meet the needs of pupils with Additional Needs/SEND.
- To arrange for assessments to be conducted as necessary, assess results and formulate and communicate follow up plans.
- To manage interventions and the development of alternative teaching strategies and individual programmes where necessary.
- To refer pupils to an outside agency if appropriate. To complete administration requirements in advance of assessments, liaising with educational psychologists, external assessors, speech therapists, occupational therapist and physiotherapists. To summarise findings and recommendations for staff.
- To encourage, manage and support the professional development of staff within their department and promote a working atmosphere which encourages co-operation and values the contribution which individuals make to the work of the Department.
- To be available to all colleagues for Learning Support issues and take responsibility for arranging INSET where appropriate.
- To attend training and INSET to keep up-to-date with developments relating to SEND/Additional Needs.

- To collaborate with the SENDCo in updating King's SEND/Additional Needs Policy, ensuring that staff are aware of their responsibilities, both as subject teachers and as tutors.
- To monitor and review subsequent progress of pupils on the Learning Support register and liaising with pupils, parents, teachers, tutors and the exam officer.
- To advise on set placements, subject choices and behavioural interventions.
- To assist with the completion of UCAS forms, post 16 and other references for SEN pupils.
- To identify pupils entitled to exam access arrangements and putting in place the appropriate arrangements for both external and internal exams and to liaise with the Exams Office around managing these arrangements.
- To provide continuous pastoral care and learning support of pupils with learning difficulties – social/emotional/mental health difficulties.
- To work with the Welfare Team to manage the procedures and paperwork of pupils who have an EHCP and contribute to the management of LAC (Looking After Children).
- To provide a detailed analysis of the progress of pupils on the Learning Support Register after the publication of GCSE and A Level exam results.

This job description reflects the present requirements of the post and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder.



## Person Specification

<b>Qualifications</b>	
SENDCo Qualification	<i>Essential</i>
Level 7 Assessor	<i>Essential</i>
Qualified to degree level	<i>Essential</i>
PGCE	<i>Desirable</i>
<b>Experience, Knowledge, and Skills</b>	
Experienced and successful teacher	<i>Essential</i>
Experience of meeting the needs of pupils with SEN in a school or college	<i>Essential</i>
Knowledge and administration of the JCQ exam access arrangements	<i>Essential</i>
An awareness of best practice regarding the safeguarding of children.	<i>Essential</i>
<b>Personal and Professional Qualities</b>	
Good communication skills	<i>Essential</i>
Organised and able to plan ahead whilst still being able to respond to unforeseen circumstances	<i>Essential</i>
Empathy	<i>Essential</i>

## *Teaching at King's Ely*

King's Ely is committed to rewarding our employees who share our passion, vision, and values, and to investing in their wellbeing and continuous professional development.

King's Ely has its own, generous salary scale. The salary for the role will be commensurate with experience and will recognise the responsibility this post entails.

Almost all teachers benefit from their own dedicated & well-resourced classroom.

In addition to the above, teachers at Kings Ely benefit from:

- Generous fee-remission, subject to availability of places and successful admissions procedures. Staff currently enjoy a discretionary discount on fees for children in Reception year onwards, details of which will be provided upon request.
- The School operates a defined contribution scheme for teaching staff, with an employer contribution of up to 22.5%. This scheme is the Aviva Pension Trust for Independent Schools (APTIS) scheme. Further details about defined contribution scheme are available from the School's Chief Financial Officer.
- The school offers a private healthcare insurance scheme, which staff may opt to join shortly after the start of each academic year (the policy year starts on 1 November each year). The scheme can only be joined at the start of the policy year, not part-way through the year. P11D/BIK applicable.
- Use of school gym facilities and use of the swimming pool at specific times (during summer school holidays – small fee applies).
- Access to Salary Sacrifice Schemes such as: Cycle2Work, Home and Tech Scheme, and Local Gym Membership
- Limited free on-site car parking
- School lunch provided when at work over lunch time and tea and coffee throughout the day.
- Access to an Employee Assistance Programme, available to the employee and their dependents.
- Discounts at local businesses including Poets House, A Little Something Ely, The Almonry Tearooms, Ely Grazing Company, Sushi and Salad, Griddle Bar and Meathouse, and The Pantry (Newmarket).

## *Information for Candidates*

Applications should be made via My New Term, you can do this by clicking the 'Apply Now' button at the top of the advert. The final closing date for applications will be **noon on 26<sup>th</sup> January 2026**.

Where Applicants have been successful in the shortlisting process they will be contacted for interview.

We reserve the right to invite candidates for interview prior to the closing date. Therefore, we encourage interested applicants to submit an application as soon as possible.

If you are selected for interview, you will need to provide proof of identity, birth certificate, documentation confirming your NI number or your right to work in the UK and certification of qualifications.

Shortlisted Applicants should be aware that references will be requested as part of the interview process.

King's Ely is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service.

Thank you for completing your application and your interest in King's Ely.



King's Ely  
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[www.kingsely.org](http://www.kingsely.org)