



ASSISTANT HEAD SENDCO

Harris CofE Academy

Central MAT Office
The Diocese of Coventry Multi Academy Trust
St James' C of E Academy
Barbridge Road
Bulkington
Bedworth CV2 9PF

**Candidate
Information**
Assistant Head SENDCo

Together, pursuing life in all its fullness

Our Trust

Thank you for your interest in joining The Diocese of Coventry Multi Academy Trust, we are delighted to provide you with an application pack. It is hoped that the information provided will be of interest and will help you to begin your journey with us.

The Diocese of Coventry Multi Academy Trust was incorporated in 2013 and is one of over 2,500 Multi Academy Trusts in England. The trust is now home to twenty-two academies spread across the Diocese of Coventry. This scale makes us one of the 100 largest Multi Academy Trusts in the country.

Our vision, “together, pursuing life in all its fullness”, is based on John 10:10 and reflects the Church of England’s vision for education. You will see this come to life in all of our academies every day. We offer a vision of human flourishing for all, one that embraces excellence and academic rigour, but sets them in a wider framework. We offer opportunities for children to realise their God given potential and flourish.



Our strategic plan focuses on five key stakeholder groups and recognises that these groups will flourish together, far better than they will flourish alone. We aim to:

- Support colleagues to flourish
- Support children to flourish
- Support those involved with governance to flourish
- Support families to flourish
- Support the wider church school family to flourish

To work with us, you must aspire to be an outstanding colleague, be prepared to go the extra mile and be comfortable with high levels of accountability for the progress of over 5,000 children. You must be willing to share and learn. Above all else, you must like young people and aspire to make them outstanding citizens.

In return, we offer excellent working conditions, first class professional development, genuine career development and opportunities for growth. All of our teachers are offered membership of the Teachers Pensions Scheme and all support staff are offered membership of the Local Government Pension Scheme.

In short, we believe our Trust has a bright future and are looking for bright people to help us get there.

Thank you once more for your interest in The Diocese of Coventry Multi Academy Trust and in the position available. I hope that this introductory letter has given you a clear sense of our vision and I hope that this pack gives you a feel for what we need. We look forward to hearing from you and exploring your future with us through our selection process.

Michael Cowland, Chief Executive Officer

What our employees say about us...

In our 2024 staff survey, the Trust scored above national benchmarks in almost every area. Support from colleagues is a particular strength of working for us: our staff value the respect and support they receive from their colleagues. Leadership is also an area of significant strength and staff rate their leaders highly. Finally, job satisfaction and employee communication are rated highly and above national benchmarks.

Staff support and relationships

How comfortable are you with asking your colleagues for help when you need it?	93%
How respected by your colleagues do you feel?	91%

Leadership

Leadership dynamics	10% higher than national benchmark
Professional support from line manager	3% higher than national benchmark

Job satisfaction and communication

Effective and regular communication with employees	90%
Job satisfaction	5% higher than national benchmark

Diocese of Coventry

The Diocesan Board of Education seeks to serve and equip the church school family in a variety of ways. The Diocesan Director of Education, Reverend April Gold, is supported by a team of highly qualified, experienced and well-regarded professionals who aim to:



- 'be there' for our church school family and act as a central reference point supporting pastorally and professionally;
- facilitate creative and flexible networking between schools;
- promote excellence and distinctiveness within the family of church schools/academies and beyond;
- share best practice collectively;
- provide professional development: for staff at all stages of their careers and for governors;
- facilitate collaborative school improvement partnerships through the growth of our six CofE majority MATs;
- support the process of academy conversion;
- promote the establishment of new church schools;
- represent church schools to the wider church, to diocesan groups, in the press, and in public and community debate;
- champion inclusion and equality including advising on admissions policies and managing appeals;
- protect the status of church schools
- and promote the importance and the continuance of the voluntary sector.

'Our schools are a hugely significant part of the Church family of the Diocese. Seeking to build communities of care and understanding, they witness to God's love for each and every person, and reflect God's desire for the world to be a better place for us all to live in. I believe they are at the heart of the Church's mission to the nation and play a very important role in the life of their own parishes and communities.'

As a Diocese, our 76 Church of England schools serve 18,500 children, and their families. The 2000 members of staff and all the volunteers who support, as governors, directors, and other contributors, are seeking to offer both an excellent education and ensure that all our young people have the opportunity to live life to the full. We aim to do this by living, telling and sharing the values of Jesus Christ. Thank you for being willing to share in this journey with us!'

Bishop of Coventry

Assistant Head SENDCo

About the Role

The Trust is looking to appoint an inspirational and highly effective Assistant Head SENDCo who is committed to supporting Harris CofE Academy to educational excellence and further developing the distinctive Christian character of educational provision and the school community.

In return we can offer:

- A support network of professional colleagues
- A strong culture of professional development
- The opportunity to be part of an aspirational organization and contribute to its development and growth plans
- We are offering a salary of L12 per annum
- Eligibility to join the Pension Scheme

Applications

Thank you for your interest in this post. Interested candidates are welcome to speak to us for more information about this fantastic opportunity. Please contact recruitment@harris.covmat.org for an informal discussion about the post. Please note the closing date for applications is 12 noon, 12th December 2025. Please apply through My New Term's online application process.

We welcome all applications regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race religion and belief, sex and sexual orientation.

Interviews dates to be confirmed.

Job Description

KEY PURPOSE

We are seeking a dynamic and experienced SENCO to join our Senior Leadership Team. This pivotal role combines strategic leadership with operational oversight to ensure inclusive education for all students with special educational needs and disabilities (SEND). You will champion SEND provision across the school, driving high standards, compliance, and innovation in support strategies.

The Assistant Head SENDCo at Harris Church of England Academy will have overall responsibility for the strategic development of the school's Special Educational Needs (SEND) policy and oversight of the day-to-day operation of that policy with the aim of raising the achievement and attainment of the students who are disabled or have special educational needs.

ACCOUNTABILITIES

The appointee will be line managed by the Headteacher.

PRINCIPAL RESPONSIBILITIES

Strategic direction and development of SEND provision

- To develop and implement policies and practices which reflect the academy's commitment to high achievement through effective teaching and learning.
- Lead the development and implementation of the school's SEND strategy in alignment with whole-school priorities.
- Advise SLT and governors on SEND policy, provision, and statutory responsibilities.
- Monitor and evaluate the impact of SEND interventions and provision across departments.
- To support all staff in understanding the needs of SEND students and ensure the objectives to develop SEND are reflected in the whole school School Development Plan (SDP).
- To work with HOD's to ensure Send attainment is tracked and interventions are put in place to support student progress
- To engage with parents to make reasonable adjustments for students to ensure the highest levels of attendance and academic outcomes.
- To drive strategic development of Send provision across the academy to ensure we build on external best practice liaising with governors where appropriate
- To track and report on Send, attainment, attendance and social engagement across school.
- To provide extra curricular and support for SEND students to access.
- To ensure I&A, wellbeing and nurture are utilized effectively to make students feel valued and safe.
- To use relevant college, local and national data to inform targets for development and further improvement for individuals and groups of students.
- To establish clear targets for achievement in the SEND area and evaluate progress.
- To establish and implement a variety of systems and processes which provide good information gathering about the quality of teaching and learning for SEND students and their prior learning, progress and achievements.
- To monitor, analyse and interpret relevant school, local and national data and advise on the level of resources required to maximise the achievement of SEND students.
- To liaise with staff, parents/carers, external agencies and other college/schools to co-ordinate their contribution, provide maximum support and ensure continuity of provision for SEND students.

- To involve all departmental colleagues in the creation and execution of the termly departmental action plan (DAP). This will identify clear targets, time-scales and success criteria for its development and/or maintenance in line with the whole school development plan (SDP).
- To regularly review and evaluate the progress towards the targets set in the DAP and provide regular progress updates to the SLT line manager to ensure that they are fully aware of all successes, issues and concerns.
- To ensure, where appropriate, representation of the department at Middle Leader meetings. If not attending the Middle Leader meetings, to keep abreast of debate and contribute through a representative colleague.
- To hold regular departmental meetings; keeping subject staff up-to-date with decisions and proposals made by different groups to seek departmental views of these.
- To assess and co-ordinate the identification, assessment and provision of SEND students.
- To ensure SEND provision is maximised through the flexible and efficient use of the Inclusion and Achievement department for behavioural, social and emotional provision, literacy and numeracy based intervention and for speech, language and communication based intervention.

SEND Coordination & Compliance

- Oversee the identification, assessment, and support of students with SEND, ensuring compliance with the SEND Code of Practice.
- Coordinate and manage Education, Health and Care Plans (EHCPs), Annual Reviews, and referrals to external agencies.
- Maintain accurate SEND records and ensure timely reporting to stakeholders.

Staff Development & Support

- Lead and deliver CPD for staff on inclusive teaching, differentiation, and SEND strategies.
- Support teachers and support staff in planning and delivering high-quality provision for students with SEND.
- Line manage the Learning Support team and contribute to performance management processes.

Student Outcomes & Inclusion

- Monitor progress and attainment of students with SEND, ensuring appropriate interventions are in place.
- Promote inclusive practices and a culture of high expectations for all learners.
- Work closely with pastoral teams to support students' wellbeing and engagement.

Teaching and learning

- Provide aspirational and effective learning experiences for students, in which lessons are consistently of at least "good" quality.
- To work with the SLT line manager and staff to develop effective ways of bridging barriers to learning through: assessment of needs; monitoring of teaching quality and student achievement; target setting and developing a recording system for progress.
- To ensure that all staff follow the agreed support strategies for SEND students.
- To ensure that suitable methods of assessment are devised and applied at appropriate times to assess and meet the requirements of SEND students.
- To provide advice, support and guidance on course entry and requirements for SEND students.

- To initiate and, where appropriate, organise curricular, extra-curricular and educational enhancement activities for SEND students.
- To use a variety of methods to monitor and evaluate the teaching and learning offered by the subject staff, and take appropriate action to improve further the quality of teaching and learning for SEND students.
- To provide quality assurance monitoring and intervention with all staff.
- To monitor progress and evaluate the effects of any improvement strategies on teaching and learning by working alongside college staff, analysing work and outcomes.
- To provide regular feedback to the SLT line manager to help the college evaluate its practice.
- To assist the SLT line manager in the regular review of the standards of leadership and teaching and learning for SEND students.
- To undertake day-to-day co-ordination of SEND students' provisions through close liaison with staff, parents/carers and external agencies.
- To work with all staff to ensure all students' learning is of equal importance and that there are realistic expectations of students.

Leading and managing staff

- To provide professional guidance to staff to secure good teaching for SEND students, through both written guidance and meetings.
- To ensure EHCP requirements are fully implemented, documented and cost effective.
- To be responsible for inducting new staff in the department.
- To ensure that all relevant staff understand, and are actively implementing, the key aspects of the school's SEND policies.
- To secure, maintain and integrate the collaborative effort of the staff in the department so that involvement, commitment and team spirit are promoted.
- To lead and manage your team effectively
- To implement and promote the use of performance management to develop the personal and professional effectiveness of staff in the department.
- To act as a performance management team leader for identified staff
- To ensure that all staff in the department have high quality professional development opportunities.
- Take initial responsibility for the pastoral care and welfare of all staff in the department.
- To chair all Annual Reviews.
- To attend relevant Annual Reviews at the middle schools to help facilitate continuity and progression through the development of a transition programme. To liaise with students, parents/carers and teachers requiring advice about provision.
- To oversee the programme of transition for SEND students, in liaison with middle schools and other agencies.

Resource Management

- To ensure the efficient and effective management of the Inclusion and Achievement department, ensuring high quality support is in place.
- To maintain efficient and effective management and organisation of learning resources, by developing or identifying new resources including ICT applications to the subject.
- To administer efficiently and effectively the resources and capitation of the department.
- To ensure colleagues create a stimulating learning environment for the teaching and learning of the subject.
- To be aware of and respond appropriately to any health and safety issues raised by materials,

practice or accommodation related to the subject.

- To discuss departmental timetable schedules with all members of the department and to ensure a fair and realistic distribution of support and intervention in accordance with information issued by SLT.
- To plan the deployment of staff expertise to achieve the best outcomes for students and cost effective use of resources.

SUPPORTING THE WORK OF THE MULTI ACADEMY TRUST

As part of the Diocese of Coventry Multi Academy Trust the SENCO will be expected to develop and maintain strong, positive relationships with colleagues in the Multi Academy Trust, within the family of Multi Academy Trust academies and the Diocesan family of schools.

STRENGTHENING THE COMMUNITY

Schools exist in a distinctive social context, which has a direct impact on what happens inside the school. School leadership should commit to engaging with the internal and external school community to secure equity and entitlement. All staff should collaborate with other schools in order to share expertise and bring positive benefits to their own and other schools. They should work collaboratively at both strategic and operational levels with parents and carers and across multiple agencies for the well-being of all children.

This will include:

- Building a school culture and curriculum which takes account of the Church Foundation and the richness and diversity of the school's communities.
- Creating and promoting positive strategies for challenging harassment of any kind.
- Ensuring learning experiences for pupils are linked into and integrated with the wider community, the local church and diocesan communities.
- Ensuring a range of community-based learning experiences, including building links with local churches and Coventry Diocese.
- Collaborating with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families
- Creating and maintaining an effective partnership with parents and carers, (including those who may be described as 'hard to reach', those with learning disabilities and those for whom English is an additional language), to support and improve pupils' achievement and personal development.
- Building bridges with the school's diverse communities, seeking opportunities to invite the whole range of parents and carers, community figures (including clergy and church representatives), businesses or other organisations into the school to enhance and enrich the school and its value to the wider community.
- Contributing to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.
- Co-operating and working with relevant agencies to protect children.

Safeguarding

- Safeguarding is a paramount responsibility at Harris Church of England Academy. The Data Manager will:
 - Uphold the school's safeguarding policies and procedures, ensuring the welfare and safety of all students.

- Work with the designated safeguarding lead (DSL) to share any concerns related to student data that may indicate safeguarding issues.
- Maintain confidentiality and professionalism when handling sensitive student information.
- Promote a culture within the school community where safeguarding and child protection are central to all activities and decisions.

SUPPORTING THE WORK OF THE MULTI ACADEMY TRUST

As part of the Diocese of Coventry Multi Academy Trust, the Deputy CEO - Education will be expected to develop and maintain strong, positive relationships with colleagues in the Multi Academy Trust, within the family of Multi Academy Trust academies and the Diocesan family of schools.

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- Co-operating and working with relevant agencies to protect children.

SAFEGUARDING CHILDREN AND SAFER RECRUITMENT

Our Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful

candidate will be required to undertake an enhanced criminal record check via the DBS. Further information about the Disclosure and Barring Service is available from the DBS website at: [Disclosure and Barring Service - GOV.UK \(www.gov.uk\)](https://www.gov.uk/disclosure-and-barring-service)

The Trust will ensure that:

- The policies and procedures relating to safeguarding and safer recruitment are fully implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities in relation to safeguarding, including taking part in strategy discussions and other inter-agency meetings and contributing to the assessment of children.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and that such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices.

DATA PROTECTION

The post holder must meet the requirements of the General Data Protection Regulation Act 2018 at all times, especially concerning confidentiality, treatment of personal information and records management.

ADDITIONAL DETAILS

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with all Trust policies and procedures and any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. This job description will be reviewed annually and the Chief Executive reserves the right to alter the content of this job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

Person Specification					
Personal Qualities, Qualifications and Experience		Measured By			
		Essential	Desirable	Application	Interview Process References
Qualifications and Experience					
1	Qualified teacher status	✓		✓	
2	Hold the National Award for SEN Co-ordination	✓		✓	✓
3	Evidence of further professional study in the area of SEN		✓	✓	✓
Professional Experience and Knowledge					
1	Outstanding teacher with evidence of successful teaching in a secondary school	✓		✓	✓
2	Knowledge and understanding of the range of complex needs experienced by youngsters who find it challenging to access the normal school curriculum	✓		✓	✓
3	Knowledge and understanding of safeguarding issues	✓		✓	✓
4	Understanding of SEN funding		✓	✓	✓
5	Knowledge and understanding of inclusion in a whole school setting		✓	✓	✓
6	Experience of working with a variety of SEN in a variety of different contexts		✓	✓	✓
Skills and Abilities					
1	Ability to use data and strategic information to raise student attainment	✓		✓	✓
2	Ability to motivate and enthuse colleagues	✓		✓	✓
3	Excellent communication and interpersonal skills	✓		✓	✓
4	Good negotiating skills and ability to diffuse situations	✓		✓	✓
5	Ability to work in partnership with parents	✓		✓	✓
Personal Qualities					
1	Commitment to continuous improvement	✓		✓	✓
2	Commitment to meeting the needs of all student	✓		✓	✓
3	Ability to work both independently and as part of a team	✓		✓	✓

I hereby confirm that I have received a copy of the Job Description for the post of **Assistant Head SENDCo**

Signed

Date

Our Academies



St Laurence's CofE Primary School
Old Church Road
Coventry
CV6 7ED



St Bartholomew's CofE Academy
Bredon Avenue, Coventry
CV3 2LP



Queens CofE Academy
Bentley Road
Nuneaton
CV11 5LR



Stretton CofE Academy
Stretton Avenue
Coventry
CV3 3AE



St James CofE Academy
Barbridge Road
Bulkington, Bedworth
CV12 9PF



Harris CofE Academy
Harris Drive
Overslade Lane, Rugby
CV22 6EA



St Nicolas CofE Academy
Windemere Avenue
Nuneaton
CV11 6HJ



Studley St Mary's CofE Academy
New Road, Studley
B80 7ND



Central MAT Office
The Diocese of Coventry Multi Academy Trust
c/o St James CofE Academy
Barbridge Road
Bulkington, Bedworth
CV12 9PF



St John's CofE Academy
Winsford Avenue
Coventry
CV5 9HZ



All Saints Bedworth CofE Academy & Nursery
Off the Priors, Mitchell Road
Bedworth
CV12 9HP



Dunchurch Boughton CofE Junior Academy
Dew Close
Dunchurch
CV22 6NE



St Oswald's CofE Academy
Addison Road
Rugby
CV22 7DJ



St Michael's CofE Academy
Hazel Grove
Bedworth
CV12 9DA



Leamington Hastings CofE Academy
Birdingbury Road, Hill,
Leamington Hastings, Rugby
CV23 8EA



Leigh CofE Academy
Plants Hill Crescent
Tile Hill, Coventry
CV4 9RQ



Salford Priors CofE Academy
School Road
Salford Priors, Evesham
WR11 8XD



All Saints CofE Academy LW
Warwick Road
Leek Wootton, Warwick
CV35 7QR



Burton Green CofE Academy
Hob Lane
Burton Green, Coventry
CV8 1QB



Long Itchington CofE Academy
Stockton Road
Long Itchington, Southam
CV47 9QP



Southam St James CofE Academy
Tollgate Road
Southam
CV47 1EE



Dunchurch Boughton CofE Infant Academy & Nursery
School Street
Dunchurch
CV22 6PA



Ryton-on-Dunsmore Provost Williams CofE Academy
Sodens Avenue
Ryton-on-Dunsmore
CV8 3FF

