



# Appointment of SEND Manager

Required as soon as possible

Full time hours preferred (Monday – Friday, 8am-4pm)

However, we are 'happy to talk flexible working'

## Pay Scale

Bucks Pay Scale 5, point 26 – 30  
(£34,319 – £36,975) pro-rata for 37 hours per week at 38 working weeks per annum.)

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## The Role

**Wycombe High School is a prestigious girls' grammar school, dedicated to providing an outstanding education and nurturing environment for our students. We pride ourselves on our commitment to excellence and the holistic development of our pupils.**

We are seeking to appoint an organised and efficient administrator to support and manage our SEND team.

The successful candidate will demonstrate excellent administration skills, with the ability to communicate effectively with parents, carers, teaching staff and external agencies and partners. This role supports the SENDCo, managing the day to day running of a busy SEND department. The SEND manager will line manage the team of Learning Support Assistants and will advocate for our SEND students within the school community, securing their access to the curriculum, facilities and extra-curricular activities. The SEND Manager will plan and deliver training to staff to support the effective implementation of SEND provision, working alongside the SENDCo.

The SEND Manager will manage all examination access arrangements, coordinate the student SEND referral process, collate necessary feedback on students for the SEND panel review process and maintain the school's SEND register.

They will assist the SENDCo in the application and review of EHCPs, ensuring that all records are kept up to date and will lead training for staff on these students.

The successful candidate will have a high level of confidence and competence with the use of ICT and relevant software. We are an ambitious and compassionate school, with staff who contribute eagerly to all aspects of school life. In a recent staff survey, 100% of staff stated they were proud to work at Wycombe High School. This is a great opportunity to work in an outstanding all girls' grammar school, voted the Sunday Times Parent Power 'Secondary School of the Year 2023'.

“

**At Wycombe High School, staff wellbeing is at the top of our agenda. We are proud to work alongside Mind, the mental health charity, and were consecutive Gold Award Winners for 2022-2023 and 2023-2024. This award is given to employers who have 'successfully embedded mental health into their policies and practices'.**

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**Key Dates** Deadline for applications: as soon as possible  
(please note we reserve the right to bring forward interviews & close the advertisement early)

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## The Person

**We are looking for the right person to fill this vacancy; you are looking for the right school to work in. The characteristics we are looking for include:**

- Knowledge and understanding of SEND in schools
- Maths and English to at least GCSE Grade C (or equivalent)
- Ability to work under pressure and prioritise workload
- Ability to work in a changing environment and be open to new ideas
- Skills and confidence to be able to liaise with parents, carers and external third parties
- Experience of working in a school or college environment is desirable
- Effective communication skills, both written and oral, to be able to develop open and constructive relationships with a wide range of students and staff
- A collaborative approach, as the Learning Support Team work closely alongside teaching staff and the wider pastoral team to support students and families
- Committed to the ethos, vision and values of Wycombe High School.



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# How to apply

Details can be found on our website:

[www.whs.bucks.sch.uk/about-whs/vacancies](http://www.whs.bucks.sch.uk/about-whs/vacancies)

To apply for this post, please complete the application form via MyNewTerm in which you should:

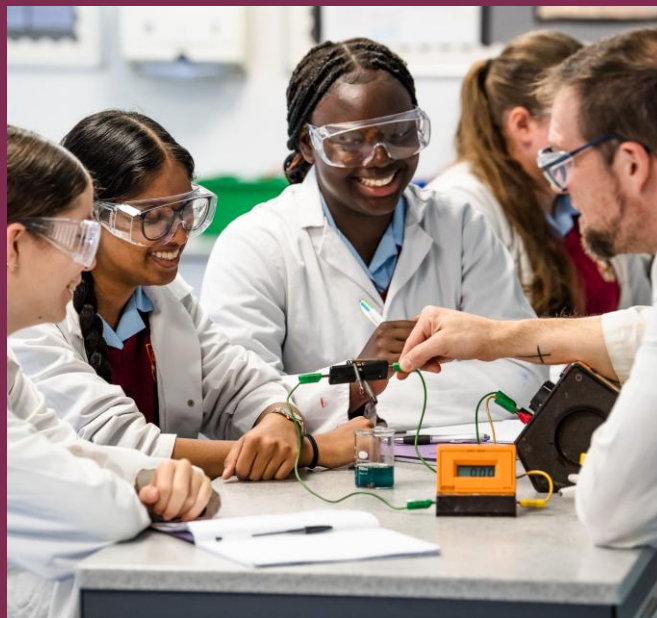
1. State your reasons for applying for this post
2. Outline the experiences that you believe have prepared you for this post
3. Describe the skills and strengths that you will bring to the school, paying particular attention to the person specification above.

Please note that the application form must be completed in full. It is not sufficient to substitute a C.V. for all or any part of the form.

You are welcome to telephone or e-mail the school to ask for clarification of any matters in this booklet or if you have queries on how to complete the application form.

Address any queries via email to:

Mrs N. Renyard, Headteacher  
Wycombe High School,  
Marlow Road, High Wycombe,  
Bucks, HP11 1TB  
Email: [hr@whs.bucks.sch.uk](mailto:hr@whs.bucks.sch.uk)



## References

Please note that it is our practice to take up references before shortlisting for interview. If you would prefer us not to do so unless you are shortlisted, please indicate this clearly in your application. Current and previous employers will be contacted as part of the verification process pre-appointment checks.

When an applicant is short-listed, any discrepancies or anomalies in the information provided or issues arising from references will be taken up at interview. Your referees should include your most recent employer. References from relatives or friends are not acceptable.

## Safeguarding

Wycombe High School is committed to safeguarding and promoting the welfare of children and young people. All staff are required, before taking up post, to undertake a criminal record check through the Disclosure and Barring Service (DBS). HR will carry out an online search on shortlisted applicants.

Candidates for teaching and support staff posts will be assessed at interview for their suitability to work with children. Appointment is conditional upon at least two satisfactory references which include specific comments on working with children and young people.

All staff at the school have a responsibility to promote and safeguard the welfare of students at the school.

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# Pay and Conditions

## Pay Scale

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Successfully appointed candidates will automatically be enrolled into the Local Government Pension Scheme, into which the School pays very generous employer contributions of 22.1%.

We provide an Award-winning Employee Assistance Programme for staff, a completely free service giving staff 24/7 access to counselling, plus legal, medical and financial advice and support. We are proud to be Mind Wellbeing Index Gold Award Winners for two consecutive years in 2022-2023 and 2023-2024. We were also voted The Sunday Times Parent Power 'Secondary School of the Year 2023'.

## Equal Opportunities

Wycombe High School is committed to equal opportunities for all its students and staff, irrespective of race, colour or nationality, gender, marital status, family circumstances, religion, sexual orientation, age or disability. There will be no discrimination on these grounds, or for any other reasons which cannot be shown to be justified. Students applying for admission to the school and candidates for posts at the school will be treated according to school policies on admission and recruitment and with regard to UK legislation.

Attention will be paid to the importance of equal opportunities education in both the formal and informal curriculum and our curriculum will be reviewed at frequent intervals to ensure that this policy is reflected in practice.

The Headteacher is responsible to the Trustees for monitoring this policy.

The school operates an Equality Cohesion Scheme.

## Smoking And Alcohol

The school operates a no-smoking policy. Smoking is not permitted at any time on the school site.

The consumption of alcohol on the school site is not permitted during the hours of the time-tabled school day and thereafter only at the Headteacher's discretion during authorised school events.

## Dress Code

The school has a dress code for staff:

Staff should dress in a business-like and professional manner, appropriate to the education profession. Staff regularly meet parents, external agencies and visitors to the school and, as such, are the professional face of the school. They are also role models for young people and operate under statutory duties of care.

## Flexible Working Strategy:

The school is proud to have a Flexible Working Strategy to help support a work/life balance. We are 'happy to talk flexible working' with regards to all our roles.

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# Benefits



## Working In Partnership With Mind

We have worked alongside Mind (the mental health charity) since 2018 and have been awarded their **GOLD** award for employers who have: 'successfully embedded mental health into their policies and practices'



## Disability Confident Committed Employer

A guaranteed interview for applicants who meet the minimum shortlisting criteria.



## Employee Assistant Programme

This is a free, independent, confidential service for staff, their partners and dependents up to the age of 21, giving 24/7 access to counselling, legal, medical and financial advice and support.



## Generous Employer Pension Contributions (22.1% employer contributions)

Support staff are auto-enrolled in the Local Government Pension Scheme which offers exceptional employer contributions and benefits.



MHFA England

## Mental Health First Aiders

We currently have five trained members of staff who are available to offer support and guidance to employees who need it.



## Domestic Abuse Champion

A fully trained member of staff is available onsite, signposting to specialist services or organisations.



## National Whole School Wellbeing GOLD Award 2024

Working with 'Raising Attainment With Wellbeing' we have been awarded the National Whole School Wellbeing Gold Award, acknowledging that we put wellbeing at the heart of learning, teaching and leadership.

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# Workload and Wellbeing Initiatives



## Staff Workload and Wellbeing Initiatives

We have a thriving Staff Association, and four Mental Health First Aiders, who organise social events for school employees such as:

- Employee Assistance Programme
- Christmas Party
- End of Term Celebration
- Yoga (subsidised, onsite classes)
- Social breaktimes, with food provided to staff
- Onsite subsidised canteen
- Corporate leisure centre membership (reduced cost to staff)
- Onsite free car parking and Cycle Scheme registration (salary sacrifice for tax-free bicycles)
- Salary sacrifice scheme for laptops
- Bingo!
- Ten Pin Bowling
- Inset Day wellbeing sessions (e.g. staff quiz, nutritionist talk, Army team-building day, menopause workshop...)

## Teachers' Workload Initiatives

- Condensed days for parents' consultations, with a collapsed P5
- Revised Assessment Policy to support with marking
- Weekly 'Learning & Teaching' briefings
- Disaggregated Inset Days plus two Academy Days
- Early finish at the end of each term
- Dedicated Subject Leader for PSHEE
- The Virtual Staffroom, a platform for staff to keep connected online
- A Flexible Working Strategy to support work/life balance
- Staff encouraged to put their 'out of office' email at the end of the day



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Candidates will be advised as soon as possible if they have been successfully shortlisted for interview.

Candidates who have not heard from us within seven days of the closing date should assume their application has been unsuccessful on this occasion.

AT WYCOMBE  
HIGH SCHOOL

WE LOOK

**BEYOND**

We look beyond the  
traditional grammar school.

We look beyond league tables  
and examination results.

We look beyond stereotypes  
and conventions.

We look beyond a world  
where futures are fixed.



Wycombe High School, Marlow Road,  
High Wycombe, Bucks HP11 1TB

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