



Wren
Academy

Wren Academies Trust

Wren Academy Finchley

Assistant SENDCO

Start date: January 2026

Closing date: 9.00am, Wednesday 19 November 2025

Candidate Information - November 2025



**Wren
Academy**

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Introduction

Wren Academy Finchley opened in September 2008 as a new school sponsored by the London Diocese of the Church of England and Berkhamsted School. It takes its name from Sir Christopher Wren, the famous polymath, with the intent to inspire students to be curious and explore a wide range of academic disciplines. We have come a long way since 2008 and are now an all through school with over 1500 students aged between 4 and 18. The Academy has continued to grow as we opened our Sixth form in 2013 and have taken on new primary cohorts since 2015. Wren Academy Finchley is proud of its successes having secured exceptional academic progress for our students at KS2, GCSE and A Level. We have also established a national reputation for excellence in teaching and learning, developing an approach that focuses consistently on enabling young people to be effective learners, regularly hosting visitors from the Republic of Ireland and Netherlands.

Wren Academies Trust

Wren Academies Trust was established in September 2020 with the opening of Wren Academy Enfield, a new 11-18 secondary school. The development of a second Academy has led to further

collaboration and innovation with subject departments regularly sharing resources and aligning assessments to reduce workload. The trust is continuing to expand with the inclusion of St Mary's and St John's, another Barnet all-through school, due to formally join the Trust in 2025. The size of the Trust provides many opportunities for continued Professional Development and career progression

Gavin Smith, Executive Principal



Welcome from the Principal

Thank you for your interest in this post at Wren Academy Finchley.

Our Learning Culture is important to us and we all work together every day to ensure a calm, purposeful environment. We achieve this through:

- Shared Goals and Vision- We know where we are heading
- Collegiality- We're in this together
- Continuous Improvement and Lifelong learning- We can always get better.

We make no excuses for having high expectations of staff and students. But 'High Challenge' is accompanied by 'High Support.' Middle and Senior leaders ensure that all staff are supported to bring out the best in themselves and others.

This pack and our website should give you a clear understanding of the Academy. However, if you have any questions about the Academy or post, please do not hesitate to contact **Penny Culmer on 020 3150 4604**.

Please note applications should be made through [MyNewTerm](#) and will be considered as they are received.

Finally, thank you for preparing your application for this role. I look forward to meeting you if you are selected for interview.

John Keohane, Secondary Principal



Vision and Ethos

Do justice, love kindness, walk humbly with your God - Micah 6v8

Wren Academy Finchley is an inclusive, comprehensive school, welcoming students and staff from all faiths and none. As an all-through Church of England Academy, we are inspired by an encounter between Jesus and a tax collector called Zacchaeus. We believe that fairness, kindness and walking humbly with God (Micah 6:8) are the keys to full flourishing for all. Our Christian values are relatable to all students and staff, whatever their beliefs and personal convictions and provide a moral compass for helping students become the best version of themselves in both character and academic progress. To achieve this goal, we are conscious that good learning and behavioural habits should be taught. We use our '6Rs' framework to unite our Christian Vision with our ambition for academic progress by developing habits in students so that they become:

Resilient.
Relational.
Redemptive.
Reflective.
Resourceful.
Reverent.



'The effective climate for learning and promotion of exemplary behaviour transforms the lives of pupils. Relationships are warm and harmonious because of the culture of kindness'

*SIAMS Inspection Report
February 2023*

The Wren CLIMATE Model

The 6 Rs have recently been woven into a new teaching and learning taxonomy, rooted in the latest evidence-based research. This provides a coherent framework and common language for learning which underpins all our activities within Professional Development, Quality Assurance processes and Performance Management structures. We call it Wren 'Climate'.



Academic Outcomes

A student's time at Wren Academy Finchley is their launchpad for life. The Academy has high academic standards and is highly focussed on enabling all students to reach their full potential. Academic Progress is as important to our teachers as Academic excellence. This is coupled with a strong emphasis on developing students' social, cultural and learning skills. Our learning culture embraces all aspects of life at Wren, not just the lessons. Students are happy and make exceptional progress at the Academy as evidenced by the following:

- **Well above average Progress 8 since 2017 ranging from 0.86-1, placing the Academy in the Top 100 schools nationally.**
- **Amongst the highest non-selective schools in Barnet for Attainment 8:** (2025: 60, 2024: 60, 2023: 62.92)
- **GCSE 5+ in English and Maths-** 2025: 70%, 2024: 77%, 2023: 81%.
- **Over-subscribed Sixth Form** with excellent destinations for all students
- **Excellent A Level outcomes:** Grade Average B, 2025 A*-A: 27%, 2024 A*-A: 30%, 2023 A*-A: 29%)

Post 16 Provision and Student Destinations

Our Sixth Form has grown in popularity since opening to our first Year 12 students in 2013. It has rapidly established a reputation for academic excellence, great study support and a rich and varied extra-curricular programme. We now have approximately 300 students across Year 12 and 13 studying a broad range of A Levels.

Whilst many students stay at Wren Finchley for A Levels, students more suited to vocational courses are supported throughout Year 11 to ensure they find the best post-16 education available. Every student is important to us regardless of whether they will study A Levels.

We are delighted with the university and employment destinations our Year 13 students are achieving. We consistently succeed each year in preparing a number of students to continue their studies at Oxford and Cambridge. Most Wren Finchley sixth form students move on to the university of their choice with increasingly high numbers going to Russell Group institutions. Wren Finchley students regularly win places on the most competitive courses, including Medicine, Dentistry and Law. Students also gained places at highly sought-after creative arts institutions such as Central St Martins as well as prestigious apprenticeships with companies such as Deloitte, BBC, Jaguar, and TFL.



Curriculum

Our curriculum is innovative, challenging and engaging. Core subjects are given four hours a week teaching time in single sex teaching groups. The rest of the curriculum is taught in mixed-sex, mixed ability groupings and remains broad until students choose their GCSE options. Most students take 9 GCSEs, allowing maximum curriculum time per subject at KS4.

There is an extended school day on Tuesdays where all staff are involved in delivering our enrichment programme. This features a broad spectrum of cultural, arts, sports, Citizenship, social, and STEM themed activities to broaden horizons and encourage deeper learning. Four days a year, we have a focus day on which the usual timetable gives way to in depth study of a range of PSHE, CEIAG, and Citizenship issues relevant to young people.

Personal Development

In addition to Focus Days and Enrichment, we ensure the curriculum is enriched through curricular and extra curricular trips. The academy has one of the highest uptakes for the Duke of Edinburgh Bronze and Silver Awards with approximately 200 students completing one of these awards each year. All Year 7 students embark on a residential trip to build their team work skills and build self confidence. Older year groups have the opportunity visit Iceland, Spain, Germany and CERN in Geneva, Switzerland as well as annual ski trips. Our Performing Arts faculty showcases student talent in their end of term showcases and annual Musical which regularly has a cast of over 100 students. To further support learning and social development, we have a house system and there are vertical tutor groups for students Years 7-10. This enables younger students to be supported and guided by older students in their tutor group.

We are also a vibrant and culturally diverse community and actively pursue the aspiration of becoming an anti-racist community. A particular focus of CPD in recent years has focussed on increasing staff understanding of racist language, behaviour and actions. We also have a black student focus group contributing to our wider understanding of the life experiences of our black community.



Staff Well Being

The Wren Finchley campus, architecturally innovative and visually impressive, is a lovely environment to work in with lots of natural light and clear lines of visibility.

Teachers are encouraged to innovate and adopt a research-focused approach to improving their practice. All teachers joining Wren receive a high quality professional development experience. Our aim is simple- we want teachers to become better practitioners. We explicitly prioritise Continuous Professional Development (CPD) with an innovative programme spread over three hours per week. Within this structure is an increasing focus on engaging with the latest educational research, with many colleagues undertaking small scale research projects related to their practice.

At Wren you will be given time to plan and evaluate your lessons. You will be part of a learning dialogue with colleagues for which time is set aside. Most importantly of all, you will be working with young people who are talented and enthusiastic about their learning. We believe that observing other teachers at work and having them observe you is a professional entitlement and is a key element of how we learn as professionals.

Our Wellbeing committee meets each half term and considers different strategies to reduce workload and improve the quality of the work environment. The group were integral in supporting the launch of our new feedback policy in September 2024 which focusses on in-class feedback and a reduction in 'traditional' marking beyond summative assessments.



Staff Benefits

- A two week October half term break.
- Free refreshments all day and a daily lunch allowance.
- Annual £1000 'Wren Allowance' in recognition of delivering enrichment activities and contributing to the wider life of the Academy.
- Excellent professional development opportunities including support for programmes of further study and planned career development. This includes the opportunity to study for NPQs.
- Timetabled professional development time during the school day
- A pleasant and attractive working environment. Our restaurant, centrally situated, is the heart and hub of our community. This provides a bright, clean, communal space where staff and students can socialise, meet and eat. Over the years, the restaurant has become the foundation for strong relationships across departments and staff groups ensuring that all staff benefit from friendship and support beyond their immediate teams.
- An exceptionally talented and mutually supportive staff team of teachers and student services colleagues. Our staff body is inclusive and representative of the community in which we serve. We have consistently recruited a talented and committed staff who share the ambition of creating a uniquely successful school
- Children of colleagues working at Wren are given priority for a place
- Talented, courteous and ambitious students
- All staff, whatever their role, are equally valued and the contribution of student services colleagues to the life and success of the Academy is celebrated

Assistant SENDCO

TLR 2c £7,186 plus Wren Academy Allowance

Required for January 2026

Job Description

The Assistant SENDCO will work with the MAT SENDCO (Assistant Principal for Inclusion) to ensure that resources and support are allocated to and maintained for all Wren Academy Enfield students who need additional provision. The role is an excellent opportunity for a colleague to develop as a key middle leader and take responsibility for ensuring that students make excellent progress.

This job description is in addition to the national standards expected of all who have attained Qualified Teacher Status.

Job Purpose

The post holder will have the following specific departmental responsibilities:

1. Strategic planning of resources, staffing and training in line with the SEND Code of Practice, 2014 and Ofsted Framework for SEND.
2. To line manage members of the SEND Team.
3. To share responsibility for leading on the creation, reviewing and implementation of statutory documentation for students on the SEND register in collaboration with all key stakeholders.
4. To advocate and support the positive mental health strategies across the school for students with SEMH difficulties.
5. To support all Academy staff and advise them on how best to support students with SEND meet their outcomes through high quality adaptive teaching.
6. To liaise with external agencies to support the provision of students with SEND within the Academy.
7. To support transition for students, into, within and beyond the school.
8. To be up to date on the most recent legislation and be keen to undertake relevant SEND training.

Key Tasks

Strategic Direction

1. Ensuring that students with SEND receive their full educational entitlement and have access to the whole curriculum.
2. Managing, monitoring, and developing the effectiveness of personalised learning plans (PLPs) for students on the SEND register.
3. To take a lead role in the daily support for students on the SEND register, ensuring that there is awareness of their needs, and that strategies are in place to support them.
4. Managing inclusion support staff, this includes some timetabling, delegation of tasks, advising, supporting, and monitoring.
5. Quality assuring the interventions for students on the SEN register, to ensure they are supporting students and having a positive impact on student outcomes.
6. To support the development of alternative teaching strategies and individual interventions where necessary.
7. Support the Inclusion and Pastoral teams with the management of support strategies available for students with SEMH difficulties. This includes but is not limited to the management of the safe space, counselling support, and working with external agencies.



8. Strategic overview of SEN and Inclusion throughout the school including planning, advising and supporting and training other staff.
9. Preparing and managing statutory assessment paperwork.
10. Attending, chairing and the relevant administration of annual reviews
11. Meeting with parents and carers.
12. Preparing referrals and attending meetings with other outside agencies. Including but not limited to; Barnet SEND team, Barnet Inclusion Advisory Team, CAMHS and Autism Advisory Team.
13. A reduced teaching timetable (whole classes but in some cases small groups or one to one).
14. Tracking student academic progress and progress towards their outcomes using all available data and evidence.
15. Supporting and advising on access arrangements for assessments and external examinations
16. Leading relevant CPD for all staff, governors, and parents/carers.

Supporting Teaching and Learning

1. Acting as a role model for Quality First Teaching and adapting teaching and learning accordingly
2. Ensuring that staff are fully aware of and fulfil their statutory responsibilities as specified in the SEND policy
3. Supporting staff in the adaptation of the curriculum to ensure full access for all pupils- this includes working with colleagues on curriculum modifications to ensure differentiation for each year group.
4. Implementing a variety of teaching styles to support the learning styles of individual students.
5. Providing support and training for teaching staff.

5. Monitoring class teachers, advising on and supporting their teaching and curriculum delivery for those students with special educational needs.
6. Supporting a positive Academy ethos and celebrating achievement for all.
7. Reinforcing the National Curriculum Statutory Inclusion Statement to ensure that all colleagues recognise that every teacher is a teacher of students with special educational needs.
8. Analysing and evaluating data to ensure that teaching and learning of SEN students is effective.
9. To be responsible for ensuring that all SEND provisions are rigorously evaluated so that students with SEND are making excellent progress
10. To undertake Performance Management Review(s) and to act as reviewer for a group of staff
11. Maintain appropriate records and to provide relevant accurate and up-to-date information
12. Complete relevant documentation to assist in the tracking of students and use information to inform teaching and learning

Reporting

The postholder will be line managed by the MAT SENDCo (Assistant Principal for Inclusion).

Please note that this job description is illustrative of the general nature and level of responsibility for this role. It is not a comprehensive list of all tasks that the Assistant Principal will carry out. The post holder may be required to fulfil other duties appropriate to the role as directed by the Executive Principal.



Person Specification

Professional Skills and Experience

1. Possess a good degree and QTS.
2. Be an excellent teacher with the ability to inspire students to become effective, self directed learners.
3. Have the skills necessary to achieve outstanding examination results.
4. Have demonstrated particular interest in SEND and have direct experience of working in this area.
5. Be willing to actively engage in SEN related CPD
6. Possess a thorough understanding of the requirements and opportunities of the secondary curriculum and how it relates to students on the SEND register.
7. Have experience of teaching a range of year groups including examination classes.
8. Show evidence of having developed the learning capacity of students.
9. Be able to support and role model on delivery of school ethos and policies.
10. Be an enthusiastic and effective form tutor.
11. Show evidence of continued professional development.
12. Have relevant experience of working in comprehensive and multicultural environments.
13. Possess strong leadership and management skills.
14. Have sound technical understanding of issues related to SEND.
15. Have the capability to lead others in successful school innovation.
16. Demonstrate the skills and ability to set up and operate effective self-evaluation systems.

People, Relationships and Communications

1. Be committed to maintaining a distinctive and inclusive Christian vision in the Academy.
2. Be able to relate to all students in a positive and constructive way and inspire them to achieve more than they think possible.
3. Have qualities which earn the trust and respect of students, staff, parents and governors.
4. Possess the inspiration to motivate and the ability to build on the strengths and expertise of each staff member.
5. Possess integrity, optimism, credibility, resilience, calmness and a sense of proportion.
6. Possess excellent written and verbal communication skills.
7. Have the ability to relate positively to parents and other stakeholders and engage them successfully in the life of the Academy.
8. Be able to build constructive working relationships with local schools and colleges, employers, and the local authority.
9. Appreciate the balance between the academic, social, and emotional development of young people, needed to create an outstanding school.



How to Apply

Application deadline

Completed application forms must be received by 9.00am, Wednesday 19 November 2025, however applications will be considered as they are received.

Completing your application

Candidates are asked to read the details carefully, especially the Job Description and Person Specification. For external applicants, please complete your application through [MyNewTerm](#). Current employees can submit a personal statement to recruitment@wrenacademiestrust.org. Please note, your statement should not exceed two sides of A4 (Arial font size 12). CVs will not be accepted.

Visits

Visits to the academy are welcome. Appointments can be arranged by emailing recruitment@wrenacademiestrust.org or by calling the Academy on 020 8492 6000.

Selection process

The selection process may have a combination of tasks, activities, lesson observations and interview. Further details will be provided to the candidates shortlisted for interview.

References

Candidates are advised that references will be taken up immediately after shortlisting. Please ensure that referees are warned of the need to respond within the timescale set. The post will be offered subject to satisfactory completion of pre-employment checks.

Equality, Diversity and Inclusion

The Trust is committed to inclusion and is an equal opportunities employer. We aim to create a welcoming, respectful and safe environment for all members of our community, from every ethnicity, gender, sexual orientation, age, ability/disability, religion and background. We know that more diverse teams are stronger teams, and that the more inclusive we are, the more our staff and pupils will feel a sense of belonging and will thrive. To enable us to make any reasonable adjustments, please let us know what you would require when you submit your application.

Safeguarding

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

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). The Trust may carry out online searches on shortlisted applicants and all applicants will be required to provide details of their online profile, including social media accounts, as part of their application.

The post is exempt from the Rehabilitation of Offenders Act 1974. The Trust is therefore permitted to ask job applicants to declare all convictions and cautions on a self-declaration form in advance of attending an interview (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

GDPR personal data notice

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.



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