

DIDCOT SIXTH FORM

Requires an

Assistant SENDCo and Learning Mentor

Start Date: 1st September 2026

Closing Date: Monday 20th April 2026 @ 9am

Hours: 15 per week, Term time only plus inset days, 39 weeks per year

Salary: Grade 8 scale 18-23: £31,573-£34,434 FTE (*Actual Salary: £11,092-£12,111*)

We are looking for self-motivated and driven professional to work alongside the D6 SENDCo to coordinate the provision and support for students with Special Educational Needs and Disabilities (SEND) in Years 12 and 13.

Didcot Sixth Form

Didcot Sixth Form is a vibrant mixed sixth form, with its own ethos, values and culture, drawing on the combined experience of the most expert teachers from both Didcot Girls' School and St Birinus School. We are recognised across Oxfordshire as the sixth form of choice for an A-Level education, and admired for our warm, welcoming climate, and ambitious and respectful culture.

We pride ourselves on being a school sixth form, based within dedicated and bespoke sixth form facilities on the St Birinus site in Didcot. A large roll of over 400 students and the combined resources of two high-performing schools enable us to offer the broadest possible A-Level curriculum, a rigorous and varied enrichment and extra-curricular programme, and the pastoral benefits that arise from existing within a school environment. We offer outstanding pastoral support and high-quality, personalised advice and guidance that ensures students progress towards ambitious next steps in higher education, apprenticeships, and employment.

Around 85% of students go on to university, with a high proportion of these students accepting places at Russell Group universities, including Oxford and Cambridge. We have increasingly close relationships with local employers, particularly in the science and technology sectors, to offer high-quality apprenticeship opportunities.

Outcomes at sixth form have risen year-on-year since 2017. In Summer 2025, 35% of entries were awarded at A*-A grade, and 65% of entries at A* - B.

The Post

This is a key post working at the centre of a strong and dynamic pastoral team supporting over 400 sixth form students at a key point in their lives. The core sixth form team comprises the Director of Sixth Form, who has overall responsibility of safeguarding, alongside two Heads of Year, a Safeguarding Officer & Student Manager and an Administration & Support Officer.

We are looking for someone who has emotional intelligence, warmth and compassion, who can also be firm and fair when the situation requires. The role requires presence, adaptability and the ability to multi-task and prioritise - no two days are ever the same! As Assistant SENDCo, you would be working alongside the D6 Team and D6 SENDCo to coordinate the provision and support for students with Special Educational Needs and Disabilities (SEND) in Years 12 and 13. Tenacity, awareness, and an eye for detail are all useful characteristics in supporting staff and students to achieve their best and ensure Didcot Sixth Form is a fantastic environment.



JOB DESCRIPTION

D6 Assistant SENDCo and Learning Mentor

- Responsible to:** Joint line management by Director of Sixth Form and D6 SENDCo
- Grade:** Grade 8 (Scale 18-23)
- Hours:** 15 hours per week, term time only plus INSET days (39 weeks) based out of the SBS Campus in Didcot. *The balance of hours across these days is flexible by negotiation.*
- Contract type:** Temporary, on a one-year basis in the first instance.
- Purpose of the Job:** Alongside the D6 SENDCO, to coordinate the provision and support for students with Special Educational Needs and Disabilities (SEND) in Years 12 and 13.
- Prior Experience:** Previous Assistant SENDCo/SEND administration experience is unnecessary but willingness to learn and understand is key.

Key Responsibilities

Inclusion Support

- Coordinate and implement support strategies for students with SEND in the sixth form, ensuring each student has access to appropriate resources and assistance.
- Support the development of and maintain pupil profiles for students on the SEND register or where there are other learning needs, regularly reviewing and updating these plans in consultation with students, parents, and staff.
- Provide one-to-one and small-group mentoring/provision for students with SEND, addressing both academic, personal development needs, and executive function.
- Provide one-to-one meetings with students with SEND during the transition process from Year 11 into Year 12 and develop individualised pupil profiles, alongside the student.
- Coordinate communication and exchange of SEND information during the transition process from Year 11 to Year 12 (including for external students).
- Work with teaching and non-teaching staff to ensure an inclusive environment that supports the educational and emotional wellbeing of SEND students.
- Facilitate small group sessions focused as required, for example, on study skills and executive function for students with SEND needs.

Collaboration and Communication

- Liaise with external agencies and professionals, including educational psychologists, speech and language therapists, occupational therapists, and any other appropriate external professionals, to coordinate additional support for SEND students.
- Alongside the D6 SENDCo, act as a point of contact for parents and guardians of students with SEND, providing regular updates on student progress (where necessary) and addressing any concerns.
- Alongside the D6 SENDCo, act as a point of contact for SEND queries from colleagues within Ridgeway Education Trust, providing regular updates on student progress (where necessary) and addressing any concerns.
- Alongside the D6 SENDCo, act as liaison between the SEND departments of St Birinus School, Didcot Girls' School, and the sixth form.
- Support the Director of Sixth Form and Heads of Year in fostering a culture of inclusivity and diversity within the sixth form.
- Contribute to staff training and development on SEND issues, promoting awareness and best practices across the sixth form.

Administrative Duties

- Maintain accurate and confidential records of all SEND students, ensuring compliance with school policies and data protection regulations.
- Monitor and evaluate the effectiveness of support interventions and programs, in collaboration with the Director of Didcot Sixth Form.
- With support from the D6 SENDCo, complete referrals to external agencies as required.
- With support from the D6 SENDCo, collate information and support the Annual Review process for pupils with EHCPs, understanding the statutory nature of these documents and the timelines that need to be adhered to.
- Support the D6 SENDCo with the administration of access arrangements for SEND students in Years 12 and 13.
- As required by the D6 SENDCo, support the exams officer to ensure that access arrangements are correctly implemented and comply with JCQ regulations.
- As required by the D6 SENDCo, support the keeping of accurate records of access arrangements and liaise with relevant staff to ensure that teacher-led input is guiding access arrangements.

General Responsibilities

- Provide back-up support in the Sixth Form Hub, to offer triage and first line support to students who are in need of support during the course of the school day.
- Support the sixth form team at times of peak workload (for example, around the time of sixth form events).
- Contribute to the overall ethos, work, and aims of the sixth form.
- Be aware of and comply with all school policies and procedures, including those relating to child protection, health, safety, and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings and training as required.

This job description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.



PERSONAL SPECIFICATIONS

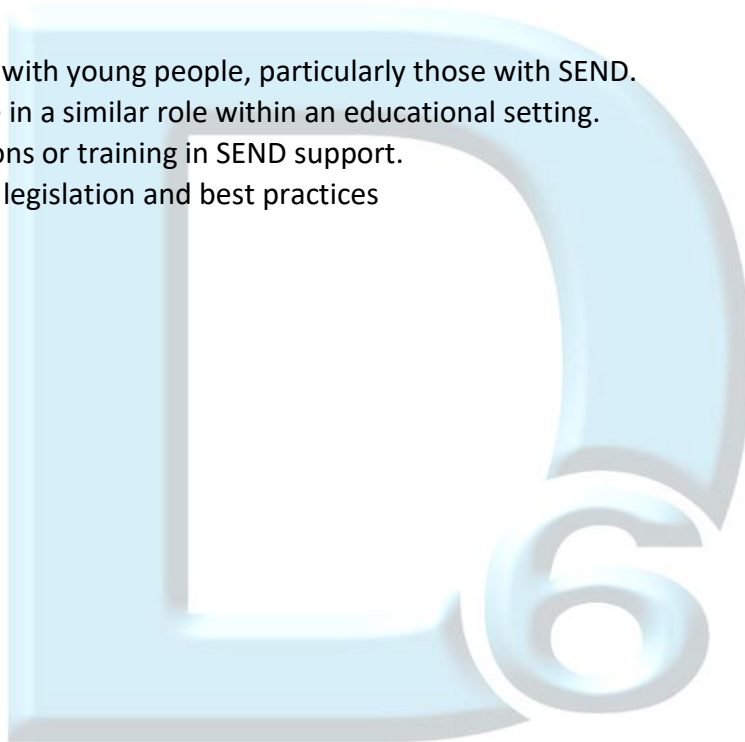
D6 Assistant SENDCo and Learning Mentor

Essential

- A welcoming and approachable personality with strong interpersonal skills.
- A commitment to upholding the values of inclusivity and diversity.
- Ability to work under pressure, prioritise workloads, and respond promptly when required.
- Ability to work flexibly and constructively as part of a team and on own initiative.
- Excellent organisational skills and attention to detail.
- Ability to relate well to students and adults.
- Proficiency in using Microsoft Office and the ability to adapt to new IT systems as needed.

Desirable

- Experience working with young people, particularly those with SEND.
- Previous experience in a similar role within an educational setting.
- Relevant qualifications or training in SEND support.
- Knowledge of SEND legislation and best practices



Updated March 2026

APPLICATION PROCESS

Applications should be made by **8am on Monday 20th April 2026**
by following this link: <https://mynewterm.com/jobs/138762/EDV-2026-SBS-13075>

To ensure we conduct a fair shortlisting process we use blind shortlisting whereby personal information (such as name, email address, gender & ethnicity) are not made available to the short-listing panel.

Please note that we reserve the right to interview on receipt of applications, and to appoint prior to the deadline, so early application is recommended.

We encourage visits to our school in advance of applications; please do not hesitate to get in touch if you would like a conversation and/or tour of the school with Director of Didcot Sixth Form, Mr James Cross, by contacting jcross@didcotsixthform.co.uk or by calling 01235 814444.

Ridgeway Education Trust is committed to safeguarding, equality and promoting the welfare of children and expects staff working in all its schools to share this commitment. The successful applicant will be subject to satisfactory enhanced DBS, references and pre-employment safeguarding checks. All Leadership roles will require a Section 128 check. The possession of a criminal record will not necessarily prevent an applicant from obtaining a post. All cases are considered confidentially and according to the nature of the role and information disclosed.

To view our Safeguarding policy, please visit our website: <https://www.didcotsixthform.co.uk/92/safeguarding-statement> Please be aware that you will be required to bring your original degree certificate, proof of residence and photographic ID, as applicable, to interview.

RET schools are a Family Friendly Schools, committed to supporting our staff so that they can carve out a professional and personal life that is fulfilling and balanced.

Our [RET Staff Charter](#) summarises the commitment we make to all staff who join and work at Ridgeway Education Trust.

We are committed to expressing our values of high quality learning, respectful relationships and an inclusive environment in the day to day experience of staff and students throughout the school.

Ridgeway Education Trust is an equal opportunities employer.



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Director of Sixth Form: Mr James Cross **RET CEO:** Mrs Georgina Littler