



## **Special Educational Needs and Disabilities Coordinator (SENDCo)**

**Full time - Permanent - Term Time Only**

**Required from September 2025**

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### **Provided as a separate document on the website:**

- Application Form

## The Appointment

Birkdale School is seeking an experienced, dedicated SENDCo to join our team and lead the provision of support for students with Special Educational Needs and Disabilities (SEND) across both the Preparatory and Senior schools. The successful candidate will play a crucial role in creating an inclusive, supportive environment that enables all students to thrive.

## Job Description and Key Responsibilities

### Leadership of SEND provision:

- Develop and implement an effective SEND strategy across both the Preparatory and Senior schools.
- Annually review school policies referring to SEND provision.
- Oversee the identification, assessment, and support of students with SEND, ensuring timely and appropriate interventions and examination access arrangements.
- Lead, mentor, and support a team of SEND support staff to deliver high-quality, individualised support to students.

### Student support & assessment:

- Identify students' specific needs through observation, assessment, and liaison with staff, parents, and external agencies.
- Develop and oversee required documentation e.g. one page profiles and other support plans tailored to individual needs.
- Monitor and evaluate the progress of students with SEND, adapting strategies as needed to ensure continual improvement.
- Coordinating assessments to identify eligible students for access arrangements, collaborating with specialist assessors where necessary.
- Complete paperwork to inform diagnostic assessments.

### Collaboration with staff, parents, student and governors:

- Work closely with teaching staff to adapt and differentiate curriculum and instruction to meet the diverse needs of SEND students.
- Provide guidance and training to staff on best practices for inclusive education and the use of resources.
- Act as a key point of contact for parents, keeping them informed about their child's progress, support strategies, and any changes to their learning plans.
- Communicate examination access arrangements to relevant teaching and support staff.
- Communicate with parents and students about examination arrangements, explaining the process and how the arrangements support their learning needs.
- Termly meeting with designated Birkdale governor and relevant staff to review arrangements for SEND

- Liaise with SENDCo at S. Anselm's.

### **Compliance & reporting:**

- Ensure that all SEND practices comply with relevant legislation, school policies, and inspection frameworks (e.g. ISI).
- Ensure that Birkdale School is meeting its responsibilities in delivering the outcomes set out in Education Health and Care Plans (EHCP).
- Maintain detailed records of SEND students, including assessment data and support plans.
- Maintain evidence to support examination access arrangements, ensuring documentation meets JCQ and examination board regulatory requirements.
- Prepare and present regular reports on SEND provision, outcomes, and areas for development to the school's leadership team and governing body.
- Ensure that all examination access arrangements are compliant with the regulations set out by the Joint Council for Qualifications (JCQ) and other relevant examining bodies.

### **Professional Development:**

- Keep up-to-date with best practices, research, and developments in SEND education.
- Keep up-to-date on changes in JCQ examination access regulations to ensure compliance and best practices.
- Attend relevant courses and training sessions to further own professional development and bring innovative practices to Birkdale.

### **Essential Requirements:**

- Qualified Teacher Status (QTS) with a recognised SENCo qualification (or willingness to obtain one).
- Proven experience in SEND leadership, ideally across a range of age groups (Preparatory and Senior).
- Strong knowledge of current SEND legislation, policies, and best practices.
- Excellent interpersonal, organisational, and communication skills.
- Ability to work effectively with students, staff, parents, and external agencies to promote inclusive education.

### **Desirable Qualities:**

- Experience with specific SEND interventions and support frameworks.
- Previous experience in a similar role within an independent school setting.
- A flexible, compassionate approach with a commitment to each child's individual potential.
- Qualification to act as a specialist assessor for examination access arrangements.

## School Information

### What sort of a school is Birkdale?

Birkdale is a very successful and friendly day school of 750 students aged from 4-18. Birkdale became a co-educational school from PP1 (Reception) to P1 (Y3) from September 2020 with girls joining the Senior School from September 2024. Since its foundation in 1904 it has grown and flourished. The school is situated in the heart of Broomhill, Sheffield and attracts students from Sheffield, Rotherham, the Peak District and surrounding areas.

The school has three sites in south-west Sheffield: the 11-18 (Y7 to Y13) Senior School, the 4-11 (Reception to Y6) Prep School, and the playing fields at Castle Dyke. In September 2023, S.Anselm's Preparatory School, a 3-13 boarding and day school in Bakewell, joined the Birkdale Family of Schools.

Birkdale is the only HMC (Headmasters' and Headmistresses' Conference) school in South Yorkshire and the Head is also a member of the Society of Heads. The Heads of the Preparatory Schools are members of IAPS (The Independent Association of Preparatory Schools).

### Birkdale's Values and Vision

At Birkdale our mission is to deliver a strong academic education through outstanding individualised teaching, inspiring all students to achieve their personal best. Our rounded education enables students to pursue a wide range of interests which will equip them with skills and values to live a successful, fruitful and fulfilling life. All of this is underpinned by a strong Christian ethos, where everyone is treated with care and respect.

### Academic Excellence

To provide the best academic education for each individual students, which will enable them to achieve their full potential and equip them for the rest of their life. At Birkdale there is a dedicated team of outstanding academic specialists that deliver high quality expert teaching in a wide range of subjects in an aspirational and supportive environment.

### Rounded Education

At Birkdale there is a strong emphasis on enabling students to develop their whole selves, with the help of a broad range of activities that extend far beyond the academic curriculum. Birkdale's vision is that each pupil is educated as an individual, including spiritual, moral, social, and cultural development, enabling them to be well-equipped for life.

### Christian Ethos

Birkdale is a Christian school that warmly welcomes both Christian and non-Christian staff and students. The Governors and Senior Leadership of the school seek to lead under the authority and love of Jesus Christ. They actively promote and expect all staff and students to live by the School's values which are drawn from the Christian faith: Respect; Humility; Integrity; Courage and Compassion. The Christian ethos of the school manifests itself in the particularly friendly and supportive atmosphere.

### **Why teach in Sheffield?**

Visitors to Sheffield frequently comment on its greenness: there are in fact more trees per person here than in any other English city. Birkdale is located in an inner suburb close to the Universities, 1½ miles from the city centre and 4 miles from the Peak District National Park. Indoor and outdoor leisure facilities of all kinds - from theatres and restaurants to sailing, climbing and hill walking - could hardly be closer at hand, making the quality of life very good indeed.

### **Why teach in an independent school?**

There are undoubtedly particular advantages enjoyed by independent schools and their staff. A survey of newly qualified teachers revealed five main attractive features of teaching in an independent school: the more disciplined environment, the opportunity for teachers to express their passion for their subjects, good resources, smaller class sizes and greater professional freedom. In common with most independent schools, Birkdale offers a fully accredited statutory ECT induction programme.

### **What are Birkdale's academic standards?**

The expectation is that nearly all students, having entered the school at various ages, will progress through to A level. The GCSE pass (9-4) rate is consistently around 99%, with the proportion of 9-7 grades around 60%. Twenty-eight A level subjects are offered. At A level students are able to study up to four subjects. A level students can also take a wide range of unexamined enrichment courses or the Extended Project Qualification. The A level results are very good with around 85% of entries resulting in A\*-C grades.

### **What happens outside the classroom?**

The school's academic emphasis, although important, is not exclusive. The extracurricular activities programme caters for most interests; sports, music, drama and outdoor pursuits flourish. All members of the teaching staff are expected to contribute to the wider life of the school beyond their academic commitment, with many activities occurring in the evenings and at weekends.

### **Does Birkdale offer the opportunity for teachers to develop professionally?**

A coherently constructed appraisal scheme exists partly to enable teachers to think about and develop their careers: as teachers develop, so does the school. There is a generous annual budget for staff training and development.

## **Key Terms and Conditions**

- This role is primarily working during term-time (35.2 weeks per year). You may wish to note that the length of Birkdale's terms are slightly shorter than those of a maintained school and therefore the school holidays are longer. Term dates are on the school website.
- **Salary** will depend on experience and qualifications, and will be commensurate with the responsibilities of the role.

- **Pension:** Birkdale offers the opportunity to join the TPS scheme or an attractive private salary sacrifice pension scheme APTIS with Aviva.
- **Sick pay:** The company sick pay scheme, provides ex-gratia sick pay at the full rate for up to 3 months in any 12 months, with 50% income protection for extended sickness
- **Additional Benefits:** Death in service and access to additional wellbeing and health support including unlimited, 24/7 remote GP appointments, Unlimited mental health support, Physiotherapy, Personal training, Nutrition consultations and more.
- Teaching staff are entitled to a **remission of school fees** amounting to 67% for full-time staff and pro rata for part-time staff.
- During term time, lunch is provided to staff on site.
- Car parking is available on site.

## Application Procedure

1. A cover letter **addressed to Ryan Becks, Deputy Head** of no more than one side of A4 explaining why you would like this role and the skills and experiences you can bring to it (minimum font size of 11)
2. A completed Birkdale School application form which can be found on the vacancies page of our website and includes the names, addresses, e-mail addresses and telephone numbers of two referees

**Closing date for applications – Monday 20th January 2025 at 12 Noon**

**Interviews to be held on Tuesday 28th January 2025.**

**Email your application to: Ryan Becks, Deputy Head at [Recruit@birkdaleschool.org.uk](mailto:Recruit@birkdaleschool.org.uk) by the closing date of Monday 20th January 2024 (12:00 noon).**

For an informal discussion regarding the role please do not hesitate to contact Alicia Webster, HR on 01142 66 8408 on ext 646.

Applicants who do not provide a Covering Letter and Application Form, as stipulated, will unfortunately not be considered. If you have any difficulties in providing this, please do not hesitate to contact the HR team at [Recruit@birkdaleschool.org.uk](mailto:Recruit@birkdaleschool.org.uk)

## Pre-employment checks

The Birkdale Family of Schools are committed to safeguarding and promoting the welfare of our children and young people. All applicants must be willing to undergo the relevant pre-employment checks relevant to the role.

Current legislation applying to this post includes the The Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) (England and Wales) Order 2008 and the Asylum & Immigration Act 1996.

Therefore, the successful candidate will be required to prove their eligibility to work in the UK and undergo appropriate criminal record checks, including an application for an Enhanced Disclosure from the Disclosure and Barring Service. Details of the documentation etc needed in connection with all the above requirements will be sent to the shortlisted candidates. Prior to taking up appointment, we will then request a declaration about medical fitness, and proof of qualifications from the successful candidate.

Under the guidance set by KCSIE Birkdale School will conduct an online search for all shortlisted candidates.

## **Equal Opportunities Statement**

At the Birkdale Family of Schools, we strive to create a supportive and nurturing environment for all individuals. We are dedicated to promoting equality and diversity, providing a level playing field for all of our staff and pupils. We aim to foster an inclusive culture, where diversity is celebrated and where everyone feels empowered, and encouraged to reach their full potential. We are *stronger together*.