



DAME ALLAN'S SCHOOLS
building the future

CANDIDATE INFORMATION

Assistant SENDCo Learning Support Coordinator

Maternity cover, full-time.

Independent Day School for over 1250 students

Junior School (3-11)

Senior School (11-16)

Sixth Form (16-18)

Assistant SENDCo Learning Support Coordinator

We are appointing an experienced teacher with a specialism in SEND to join our Learning Support department on a fixed-term basis for maternity cover from October 2026 (to be confirmed).

As Assistant SENDCo, you will be an experienced teacher with a passion for supporting pupils with special educational needs. Working under the direction of the SENDCo, you'll use your skills to support, develop, and maintain high-quality special educational needs provision, both in learning support lessons and in lessons led by subject teachers, fostering quality teaching, excellent learning outcomes, and overall success for all pupils.

Job Description

Key Duties and Responsibilities:

- Contribute to a positive and inclusive whole-school ethos that promotes excellent outcomes for pupils with SEND.
- Assist the SENDCo in leading the provision for SEND within the school.
- Take shared responsibility for the care and welfare of SEND pupils.
- Collate and prepare information relating to assessments, under the direction of the SENDCo.
- Support the SENDCo with the collation of SEND statistical returns as requested.
- Liaise with external organisations to ensure effective support.
- Contribute to the SEND Development Plan in order to have a strategic overview of provision for pupils with SEND across the Schools.
- Assist in monitoring and reviewing the quality of provision.
- Ensure effective communication and collaboration with staff and parents, and liaise with external professionals and agencies to ensure effective support for pupils.
- Contribute to a strategic, regular programme of training for staff, including INSET days, supporting staff in understanding the needs of pupils with SEND, as directed by the SENDCo.
- Contribute to the development of the teaching practice of others by promoting improvement strategies to secure effective teaching and learning and management of learners.
- Support the early and accurate identification of special educational needs.
- Support the process of access arrangements in liaison with the SENDCo and Examinations Manager.
- Work with the SENDCo to maintain an accurate SEND register.
- Keep records of pupils with SEND up to date.

Transitional Support:

- Lead on all aspects of pupil transition from Year 6 into Year 7 (including all feeder primary schools, where possible) in collaboration with the SENDCo.
- Meet and communicate regularly with the SENDCo in the Junior School to help facilitate common ways of working across the Schools.

- Oversee the effective transition of pupils with SEND at all stages, including from primary to secondary school, liaising with other professionals.
- Ensure the SENDCo is fully informed of the needs of pupils entering Year 7.

Support for Pupils with English as an Additional Language:

- Be the EAL coordinator in the Senior School.
- Maintain, and update where necessary, the Schools' EAL policy to ensure it is fit-for-purpose, reflecting current best practice in EAL.
- Ensure that pupils with EAL are identified and that appropriate support is given for these pupils in accordance with the EAL policy. This may require short-term interventions outside lessons where appropriate.
- Monitor the progress of pupils with EAL.

Support Pupils' Learning:

- As directed by the SENDCo, devise and deliver a programme of timetabled learning support lessons that best caters for the needs of Year 7-13 pupils with SEND.
- Support "pupil forums" to discuss the needs of individual pupils with all teaching staff as required.
- Contribute to effective bespoke planning, preparation, and teaching for pupils with SEND.
- Provide support for pupils with SEND in curriculum lessons.
- Provide regular progress updates to parents.
- Plan and teach specialist and differentiated lessons to KS3 and KS4 SEND pupils.
- Use regular assessment to promote good pupil progress and emotional development.
- Provide a supportive learning environment suitable for pupils with special educational needs.
- Work with the SENDCo to ensure EHC Plans meet statutory requirements.
- Use data effectively in order to identify pupils who are seriously underachieving (e.g., MidYIS data) and where necessary, create and implement effective plans of action to support those pupils in small group interventions and signposting departmental support. This applies to pupils both with and without SEND.
- Provide appropriate support for pupils to develop social skills.

General:

- Contribute to a supportive culture and behaviour management strategy which enables learners to achieve their potential.
- Apply and disseminate a range of teaching and learning strategies, including implementing inclusive practices, to ensure that the diverse needs of learners are met and excellence and enjoyment is achieved.
- Demonstrate a commitment to ongoing personal development and application of your teaching expertise and specialism to ensure the learning experiences of pupils continue to improve.
- Take responsibility for professional development and attend training as required by the Schools.
- Contribute to the development and application of priorities, policies, and activities in order to enable the achievement of whole-school aims.

- Contribute to the wider life of the Schools by being involved in the co-curricular programme.
- Be aware of and support differences and ensure equal opportunities for all.
- Understand and adhere to Child Protection, Safeguarding, Health and Safety, Hygiene, and Confidentiality and Data Protection policies and procedures.
- Undertake other duties and responsibilities as required commensurate with the post.

Person Specification

The successful candidate may possess the following experience, qualifications and qualities:

Essential:

- A recognised teaching qualification and a good degree.
- Qualified Teacher Status (QTS).
- A professional development record including focus on SEND and EAL.
- A willingness to obtain appropriate further qualifications in order to execute duties.
- An excellent classroom practitioner.

Desirable:

- Experience of working with changing roles and circumstances.
- Appropriate professional qualifications for the screening of SEND for access arrangements, for example, Level 7 assessment qualification certificate or other qualifications as recognised by JCQ.
- Evidence of working as a reflective practitioner using a variety of approaches to secure ongoing professional development.

Personal Attributes:

- A strong commitment to raising educational attainment for children and young people with SEND, including working with pupils directly and supporting other staff to do so.
- A willingness and ability to develop specialist knowledge and keep up to date with local and national policy and developments.
- Ability to form and maintain appropriate relationships and personal boundaries with students.
- Leadership skills: inspire and motivate other teachers, model good practice, and develop a whole-school commitment to supporting pupils with SEND.
- Interpersonal skills: building relationships with parents, teachers, and external professionals.
- Written communication skills: writing learning and support plans, ensuring positive communications with pupils and parents, reports on pupil progress, and training and guidance for staff.
- Organisation and time-management skills: prioritising and balancing a busy and varied workload.
- Empathy and emotional intelligence: recognising and responding sensitively to the needs of pupils and parents.
- Analytical and problem-solving skills - necessary for analysing school, local and national data and developing appropriate strategies and interventions.

Ready to Apply?

Additional information about working at Dame Allan's Schools can be found on our [Vacancies page](#).

1. Please read our [Application and Recruitment Process](#) and [Recruitment Privacy Notice](#).
2. Download and complete the application form found on our website.
3. Complete the [Equal Opportunities form](#).
4. Send your completed application form and any additional documents to HR@dameallans.co.uk.

Closing date: noon on Wednesday 6 May 2026.

Interviews will take place the following week.

Terms and Conditions

- The salary will be commensurate with the skills and experience of the candidate. Details will be discussed at the interview.
- The Schools operate a fee reduction package for children of staff members, subject to their meeting the Schools' admissions criteria.
- All teaching staff may join the School's pension schemes and all staff receive free school lunches.
- A formal contract, detailing terms and conditions, will be extended following completion of all safeguarding/pre-employment checks.

Questions

For an informal chat about the role, please contact Dave O'Connor, Director of Teaching and Learning, at d.oconnor@dameallans.co.uk.

For any other queries, please contact HR@dameallans.co.uk.

Thank you for your interest in applying to work at Dame Allan's Schools.

The Schools are committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

Excellence. Stability. Happiness. Est 1705.



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RATED EXCELLENT BY THE INDEPENDENT
SCHOOLS INSPECTORATE

Dame Allan's Schools, Fowberry Crescent, Fenham,
Newcastle upon Tyne NE4 9YJ. T: 01912751500. www.dameallans.co.uk



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