



Hardenhuish School
A High Performing Academy

Candidate Information



Deputy SENCo

Closing Date: 8.30am Tuesday 17th March 2026



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March 2026

Dear Applicant

Thank you for your interest in Hardenhuish School and our vacancy for a full-time Deputy SENCo, starting in September 2026, or earlier if available.

Due to the promotion of the previous post holder, we are seeking to appoint a committed, energetic and inspirational teacher to fill this key role, supporting the SENCo in leading and developing whole-school provision for pupils with additional and special educational learning needs and disabilities. A thorough understanding of the issues underpinning the successful inclusion of all pupils, irrespective of needs and prior attainment, will be essential, as will excellent interpersonal and communication skills.

After reading the supporting job description, I hope you will consider submitting an application for this exciting and rewarding role. Please send your completed application and equal opportunities forms to Human Resources at hr@hardenhuish.wilts.sch.uk.

Hardenhuish School is committed to safeguarding and protecting the welfare of children and young people and, as such, has robust safeguarding policies and procedures. We expect all staff and volunteers to share this commitment, and our application pack includes the School's Safeguarding and Child Protection Policy Handbook. Please note that shortlisted applicants will be expected to respond appropriately to safeguarding questions at interview, and the successful candidate will be required to complete an enhanced DBS disclosure.

The closing date for this post is **8.30am on Tuesday 17th March 2026**, and interviews will be arranged with shortlisted candidates. If you wish to discuss this vacancy or the interview process, please contact Becky Dunn, Recruitment Manager, via her email address: rad@hardenhuish.wilts.sch.uk. Interviews may be held once a suitable field is identified, which may be before the closing date. Unfortunately, due to the high response rate we receive for posts such as these, we are unable to offer feedback on individual applications that are not shortlisted for interview.

Thank you again for your interest in Hardenhuish School and I hope you will pursue your application.

Yours sincerely

Lisa Percy

Lisa Percy
Headteacher



Hardenhuish School is an 11-18 co-educational comprehensive school set in the magnificent parkland of the former Hardenhuish Manor and Chippenham Grammar School. We enjoy an outstanding reputation locally and nationally. At Hardenhuish we put children at the centre of all we do: we believe in a three-way partnership with the school, home and the individual, ensuring that each and every young person is 'inspired to learn and supported to succeed'.



Learning Support Departmental Profile

The Learning Support Department is a vibrant and welcoming hub that supports pupils with SEND from across the school. Based in the House, the department offers nurturing and flexible support through its Nurture Room, targeted academic intervention and support and enhanced pastoral provision. Tailored support and structure is provided where needed and possible; with the core purpose of equipping pupils with the confidence, skills, and independence required to access the wider school and take part fully in the full breadth of academic and enrichment experiences on offer at Hardenhuish.

Alongside direct pupil support, the department plays a key role in supporting teachers and staff across the school, working collaboratively with colleagues to develop inclusive practice, share expertise, and ensure pupils with SEND are well supported in all classrooms and across all school activities.

The department is staffed throughout the school day, from early morning onwards, providing a consistent, safe, and supportive environment. Our staff are approachable, committed, and dedicated to each pupil's progress. We work closely with parents, carers, and external agencies to create creative, individualised pathways that build confidence, resilience, and long-term success.

Hardenhuish School is focused on raising the achievement of all pupils, taking into account individual needs and enabling all to achieve their full potential. Pupils with special educational needs require special consideration so that they can access the school's broad and balanced curriculum.

All teachers are teachers of children with special educational needs and have a responsibility to meet these needs. They are advised and supported in achieving this by the Learning Support Department.

The Vacancy

We are seeking to appoint a Deputy SENCo to start on 1st September 2026, or earlier if possible. This vacancy would suit a committed, energetic and inspirational teacher to fill this key role, supporting the SENCo in leading and developing the whole school provision for pupils with SEND.

Applications Procedure

If you feel that you would like to join this thriving Department, and that you can offer what we seek, please complete the application form and write a letter in support of your application. As part of this, please include the following

1. Your relevant experience and achievements.
2. What you can offer to us as a school.
3. Outline which aspects of the post in particular excite and interest you.

The closing date for this post is **8.30am on Tuesday 17th March** but please note, interviews may be held once a suitable field is identified, which may be before the closing date.

If you wish to discuss this vacancy or the interview process please contact Becky Dunn, Recruitment Manager via her email address rad@hardenhuish.wilts.sch.



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Job Description

Introduction	
Name of post holder	
Post title	Deputy SENCo (TLR 2b plus SEN 1 allowance)
Start date	September 2026
Working time	195 days per year, full-time
DBS disclosure	Enhanced level
Post Purpose	<p>To support the SENCo in providing a strategic vision for SEND.</p> <p>To model and support the promotion and development of inclusive teaching and learning on a school-wide basis.</p> <p>To assist the SENCo in all aspects of the management and development of the Learning Support team, including leading teaching assistants.</p> <p>To coordinate assess, plan, do, review cycles for identified pupils, working closely with all stakeholders including parents and outside agencies.</p> <p>To coordinate and monitor planned and agreed provision, including Alternative Provisions where applicable.</p> <p>To ensure all members of staff understand and fulfil their statutory responsibilities to fully meet the needs of each student with an identified SEND.</p>
Why this post is important	<p>As a key member of staff at Hardenhuish school you will work with all stakeholders to identify an appropriate 'path' to follow that develops independence and improved life chances and allows pupils with SEND to achieve the best possible outcomes for their holistic development.</p>
Line Manager	SENCo
Liaising with	Leadership Team (LT), Year Teams, Curriculum Leaders, teaching/support staff, external agencies, parents.
Responsible for	Assisting in the implementation of the Code of Practice, developing a secure understating of the impact of SEND in order to advise others and support young people in achieving their goals.

Leadership	
Your responsibilities include...	Where practice is excellent you might...
Supporting the SENCo to develop and implement the school vision for SEND.	Ensure 'inspired to learn, supported to succeed' is the cornerstone of the responsibility area.
Supporting the SENCo in the development of appropriate SEN Support including resources, schemes of work, assessment, and teaching and learning strategies for pupils with SEN across the school.	Have a role in offering Continuing Professional Development (CPD) to colleagues.
Supporting the SENCo in developing and maintaining systems and structures to ensure the assess, plan, do, review process is followed throughout the school.	Develop strong working relationships with all stakeholders. Actively monitoring and following up pupil/student progress. Maximising use of analysis and evaluating performance data to identify and take action on issues arising from data.
Implementing school policies and procedures e.g. SEN Policy, SEN Information Report, equalities, health and safety, etc.	Take an active role in implementing, monitoring and updating the SEN policy and SEN Information Report. Contribute to the induction of new staff in relation to the implementation of school policies.
Working with the SENCo to ensure that staff development needs are identified and met.	Develop a culture of openness and support for colleagues so that they identify their own needs and are able to offer support in the development of others.
Supporting the SENCo to lead and develop the teaching assistant team in line with best practice guidance.	Support the SENCo in developing clear vision, guidance, support and training for teaching assistants.
Leading appraisal within the team.	Train colleagues to become better appraisers and appraisees.
Leading innovative and research-based development within SEN.	Plan effective CPD which targets the needs of colleagues within and at times beyond your team.
Keeping up to date with national developments in SEN.	Have your eye on the horizon to understand the wider context of SEN to ensure that provision is at the forefront of practice.
Participating in the interview process for new posts within SEN and ensuring effective induction with the SENCo.	Assist the SENCo in drawing up a person specification based on the team's needs.
Assisting the SENCo in promoting teamwork and ensuring effective working relations, including monitoring staff absence and well-being.	Have an open-door policy. Role model positivity, be solution-focussed, signpost and coach colleagues. Have difficult conversations where necessary and monitor improvements where required.

Supporting the SENCo in ensuring that all members of the team are familiar with the SDP and the team's SENSEF.	Support the SENCo in using meeting time to ensure team members have ownership of the SENSEF and take responsibility for achieving team goals.
Supporting the SENCo in ensuring that the Positive Behaviour Policy is implemented within SEN and that reasonable adjustments are applied.	Foster the team's understanding and ownership of the school ethos. Implement intervention where appropriate.
Deputising for the SENCo as appropriate.	Be a qualified SENCo or be willing/open to completion of the NPQSENCo.

Management

Your responsibilities include...	Where practice is excellent you might...
Alongside the SENCo and SEN staff - Monitoring the progress of all pupils with SEN and advise next steps towards the EHCNA as appropriate.	Work with the SEN team to coordinate the meetings for pupils for whom you will be the lead member of staff.
Referral to, and liaising with outside agencies where additional advice is required.	Keep excellent records to demonstrate referral procedures and liaison with all stakeholders before and after reports have been received; ensuring that these are disseminated, and relevant advice given to staff.
Applications for EHCNA where it is felt that an EHCP is required	Liaison with the SEN team and all stakeholders at every step of the process.
Holding review meetings for pupils with Support Plans, and lead Annual Reviews.	Working closely with the team to ensure that our high standards are upheld and that you are taking a full part in proactive involvement with any county or national changes to processes and paperwork.
Managing day to day intervention and effective deployment of staff and physical resources.	Take a lead in timetabling. Ensure planning enables all of the team are able to benefit from resources.
Coordination and monitoring of Alternative Provisions for pupils where appropriate.	Develop strong relationships and communication with Alternative Providers.
Being responsible for the day to day management of staff, including teaching assistants, within the designated area and acting as a positive role model.	Uphold professional standards in all that you do and say.
Ensuring the maintenance of accurate and up to date information is available in line with school systems.	Ensure SEND lists and records are accurately maintained.
Ensuring effective communication/consultation with parents/pupils and students.	Respond, even if only as a holding exercise, within 48 hours, and complete within a week.
Assisting the SENCo in ensuring timely and appropriate use of SEND identification and assessment tools.	Support the SENCo in having a coherent system for assessment and its monitoring and implications for further investigation.

Monitoring and responding to attendance concerns for identified pupils.	Provision planning will respond to barriers identified through difficulties attending.
Liaising with other schools.	Be an active presence in local CPD groups, including contributing to local subject-based days.
Managing the available resources of space, staff, and equipment, efficiently and maintaining records.	Assist the SENCo in planning spending with team to address priorities over time.
Operational/Strategic Planning	
Your responsibilities include...	Where practice is excellent you might...
Planning and preparing courses and lessons.	Share generic lesson planning strategies with colleagues in your area and other curriculum areas.
Assisting in the development of appropriate resources, programmes, and teaching strategies for SEND.	Take responsibility for developing a fully resourced, differentiated scheme of work which can be used by the other members of your team.
Contributing to the SEND development plan and its implementation.	Develop curriculum provision for your subject based on the training received. Take responsibility for the planning, implementation, review and refinement of one aspect of the SEN SEF. Participate in cross curricular area working party to develop practice. Develop a process to elicit feedback from pupils/students and implement changes based on the results.
Contributing to the whole school's planning activities.	Lead training in meetings or with colleagues in other curriculum areas, explaining how you make use of information related to pupils' needs to inform your planning.
Assessment	
Your responsibilities include...	Where practice is excellent you might...
Assessing pupils'/students' work as required. Providing written and verbal feedback to pupils/students which offers clear paths for improvement and provides high expectations and a sense of self-worth for those you teach.	Develop a system of Assessment For Learning for your subject and share it with your colleagues. Contribute to the development of assessment across the school by presenting your ideas to colleagues.
Developing pupils'/students' ability to self and peer assess.	Develop systems which empower pupils/students to assess their own work and set themselves meaningful learning targets.

Teaching	
Your responsibilities include...	Where practice is excellent you might...
Teaching pupils/students according to their educational needs, including the marking and setting of pupil/student work.	Support colleagues in adapting materials.
Assessing the progress, development and attainment of pupils/students and keeping records.	Lead colleagues in the development of tracking learner progress.
Providing, or contributing to, oral and written assessments, progress checks, reports and references relating to individual and groups of pupils/students.	Support new colleagues at parents' evenings and/or lead training on writing and completing reports.
Undertaking a designated programme of teaching.	Observe others and contribute to the coaching of colleagues in improving their teaching.
Ensuring high quality learning experience for pupils/students, which meet internal and external quality standards.	Take responsibility for one of these strands within your subject area and develop a range of resources and model lesson plans which embed these initiatives and the school's ethos.
Preparing and up-dating SEN teaching materials.	Update and revise materials to ensure relevance to young people.
Using a variety of delivery methods, which will stimulate learning.	Develop a bank of model lesson plans which demonstrate how the school's values can be integrated into your subject area.
Maintaining discipline in accordance with the school policy and encouraging punctuality, behaviour, standards of work and homework.	Offer to support new or inexperienced staff with classroom management either by acting as receiving teacher or peer observing them with a focus on discipline.
Development	
Your responsibilities include...	Where practice is excellent you might...
<p>Taking responsibility for your professional development by engaging actively in the appraisal process.</p> <p>Reviewing your progress from the previous year and setting meaningful targets with clear outcomes which benefit pupils/students and meet your own professional development needs.</p>	<p>Set yourself challenging targets with ambitious outcomes which impact on the pupils/students you teach and, on the pupils, /students taught by other members of SEN.</p> <p>Develop your skills by volunteering to take responsibility for an aspect of school life which falls outside your current remit.</p>
Making a contribution to whole school INSET and planning activities. Contributing to cross-curricular and school wide developments and initiatives.	<p>Lead a whole school INSET on an area of particular strength. Work with teachers from other schools to share good practice and implement what you have learnt.</p> <p>Identify a gap in the provision of extra-curricular activities and organise an activity to fill the opening.</p>

Communication	
Your responsibilities include...	Where practice is excellent you might...
Communicating effectively with parents.	Compile individual pupil/student Assess, Plan, Do, Review and MSPs for parents/carers.
Following agreed policies for communications in the school.	Contribute to the evaluation and development of communication systems within the school.
Playing a full part in Open Evenings, Parents' Evenings.	Model expectations to newer members of staff.
Other Specific Duties	
Your responsibilities include...	Where practice is excellent you might...
Promoting school policies.	Support new colleagues in developing their understanding of school policies.
Complying with the school's Health and Safety policy.	Take responsibility for one aspect of Health and Safety: for example, the risk assessment and attendant paperwork for a field trip in your subject area.
Undertaking any other duty as specified by School Teachers' Pay and Conditions Document not mentioned in the above.	
Complying with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.	
Improving Standards	
Your responsibilities include...	Where practice is excellent you might...
Evaluating your teaching to ensure that you meet the agreed Teachers' Standards in respect of preparation, delivery and assessment. Modifying and improving your practice where appropriate.	Peer coach a colleague in your department, focussing on developing standards. Work with the SENCo to develop clear criteria for preparation, delivery and assessment.
Contributing to the process of monitoring and evaluating in SEN in line with agreed standards and performance criteria, including methods of teaching and schemes of work.	Develop model lesson plans, resources and schemes of work to exemplify the agreed standards within your curriculum area and share them with colleagues.
Participating in the review, development and management of activities relating SEN organisation and pastoral functions of the school.	Take an active role in establishing clusters of colleagues in curriculum and pastoral roles to review the functions and organisation of these parts of the school.

What sort of support can you expect?

There is a supportive induction process for new staff, and the SENCo will give you clear guidance on the standards of planning, assessment and delivery within the department. There is a comprehensive programme of CPD, including opportunities for self-directed development. They should also be able to suggest colleagues to peer coach in your department. Your LT line manager will be able to suggest ways that you can become involved in participating in improving standards at a whole school level.

Management of Resources ... You will be expected to

Contribute to the process of ordering and allocating materials and equipment.

Assist the SENCo to identify resource needs and to contribute to the efficient/effective use of resources to the benefit of the pupils/students and department.

Safeguarding children, young people and vulnerable adults

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

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and you may be asked to carry out additional responsibilities by the SENCo or LT.

Signatures

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition

This job description is current at the date below but will be reviewed on an annual basis and following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed.....
(Teacher)

Dated