WESTONBIRT
SCHOOL

ASSISTANT HEAD - SENCO

- CANDIDATE PACK -

WELCOME FROM DINA POROVIC

A very warm welcome to Westonbirt!

We are so much more than a school. We are driven by an unshakeable commitment to enabling young people to flourish and thrive in all aspects of their lives. We believe in nurturing individuals who grow up knowing their own worth and the positive impact that they can make. We are guided by a deep belief in the endless potential of every child, which underpins our pursuit of excellence and the high expectations that we have of them.

We model for our pupils a collective lifelong commitment to learning. We are ambitious for and on behalf of them. Intellectual curiosity and an appreciation of the beauty and fragility of this world underpin the approach we take to ensure that the experience of learning is relevant and inspiring. Set within an extraordinary natural environment, Westonbirt offers space to think and to create. This freedom allows pupils to challenge themselves without fear, understanding that growth comes not from the pursuit of perfection, but from effort, reflection and resilience. Individuality is celebrated and pupils develop confidence that is grounded and authentic.

Life at Westonbirt extends far beyond the classroom. Whether through sport, music, drama or creative pursuits, whether leading or learning a new skill, pupils are encouraged to push beyond known horizons and challenge their pre-conceived limitations. They are supported by exceptional staff who are invested in ensuring every child is known, valued and guided to become the very best version of themselves and to experience success.

Westonbirt is a community bound by shared values and a fierce sense of loyalty. We aim to develop young people who are compassionate and courageous, ready not only for university or the next stage of their education, but for exciting, fulfilling and productive lives well beyond their school years. While we are proud of the outcomes our pupils achieve, we measure our success by the stories they create and the good they go on to do in the world.

If our vision and commitment to young people inspires and excites you then I very much hope that you will consider applying. A warm welcome in the most beautiful setting awaits you!

Dina Porovic
Head

THE OPPORTUNITY

The Assistant Head (SENCO) is a key leadership position within the school, responsible for the strategic direction, development, and delivery of outstanding SEND provision.

The successful candidate will champion an inclusive and ambitious educational culture, ensuring that pupils with special educational needs and/or disabilities are fully supported to participate and thrive across all aspects of school life—academic, pastoral, and co-curricular.

This role requires a confident and credible leader who can work collaboratively across departments, build strong relationships with families, and contribute positively to the wider life and ethos of the school.

The postholder will also hold strategic oversight of SEND-related aspects of admissions, pupil transition, and exam access arrangements, ensuring these areas are delivered to a high standard and reflect best practice.

The SENCO ensures high-quality teaching, effective intervention, and a culture of inclusion across the school.

HOURS, SALARY & BENEFITS

Full time position,to start as soon as possible aand in line with safer recruitment checks.

Salary: An attractive salary & benefits package will be provided.

Benefits:

- Defined pension contribution 12%
- Means tested staff discount
- Complementary lunch
- Access to the group's counselling scheme
- Personal accident cover at work
- On site parking
- Pre-paid shopping discount card
- Cycle to work scheme

If you need any adjustment for the application or interview process please contact:
HR@westonbirtschool.uk

APPLICATION & KEY INFO

Applicants should complete the school's application form - link here

The application form may be accompanied by a covering letter of no more than one page.

The closing date for applications is 12pm on Thursday 29th October 2026.

Applications will be reviewed as they are received, and we will organise interviews as we receive applications. Prompt application is encouraged.

Westonbirt Schools are committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, reference and medical checks and the Disclosure and Barring Service.

Wishford Education is an equal opportunities employer and welcomes applications from all backgrounds. Appointments will be made solely on merit and will be made without regard to age, disability, gender, nationality, race, colour, ethnicity, or religion.

JOB DESCRIPTION

Strategic Leadership and Management

- Provide clear and forward-thinking leadership of SEND provision across the school.
- Develop and implement a strategic vision for inclusion that aligns with the school's wider aims.
- Contribute to whole-school development planning and academic strategy.
- Promote a culture of high expectations and inclusive excellence.
- Stay up to date with changes in legislation and research and reflect these in school practice.

Department Leadership & Management

- Lead and manage the SEND department, including line management of specialist staff.
- Ensure high standards of teaching, learning, and support within the department.
- Manage departmental resources effectively, including staffing and budget.
- Monitor and evaluate provision, reporting to senior leadership as appropriate.

Quality of Teaching & Learning

- Ensure that pupils with SEND receive high-quality, appropriately differentiated teaching.
- Oversee identification, assessment, and ongoing review of pupils with additional needs.
- Ensure Individual Support Plans (or equivalent) are in place and effectively implemented.
- Ensure that robust systems are in place for gathering and tracking pupil progress data and use this to inform teaching and intervention.
- Support and guide teaching staff in delivering adaptive and inclusive classroom practice.
- Where appropriate, contribute to teaching through small group or individual support.
- Lead EHCP annual reviews.

Exam Access Arrangements (Strategic Oversight)

- Oversee the school's approach to exam access arrangements, ensuring full compliance with JCQ regulations.
- Ensure that assessments are carried out appropriately and that evidence is robust and current.
- Maintain oversight of systems and processes to ensure arrangements reflect normal ways of working.

Admissions & Transition (Strategic Oversight)

- Provide expert SEND input into the admissions process, including review of reports and liaison with families.
- Support the school in presenting its SEND provision clearly and confidently to prospective parents.
- Oversee transition arrangements for pupils with SEND, ensuring a smooth and well-supported start.

Partnership & Communication

- Build strong, professional relationships with parents, acting as a key point of contact for SEND.
- Liaise effectively with feeder schools and external professionals.
- Work collaboratively with pastoral and academic teams to support pupil wellbeing and progress.
- Contribute to staff training and professional development in SEND and inclusive practice.

Wider School Contribution

- Play an active role in the wider life of the school, including co-curricular and pastoral programmes.
- Contribute to events such as open days, parent evenings, and community engagement activities.
- Act as an ambassador for the school and its inclusive ethos.

JOB DESCRIPTION

Compliance & Safeguarding

- Ensure full compliance with the SEND Code of Practice, the Equality Act 2010, and relevant regulations.
- Maintain accurate and confidential records.
- Contribute to inspections, school self-evaluation, and reports to governance as required.
- Promote and safeguard the welfare of all pupils in line with school policy.
- As part of the role contribute to the working of the safeguarding team.

Key Events and Academic Calendar

- To attend parents' evenings, open mornings and where appropriate to the role, or delegated by the DHA, information evenings and other events as required.
- Support relevant outreach events with feeder schools.
- Support other key school events, such a performances, extracurricular trips and activities week trips.
- Attend all calendared INSET days.

Continuing Professional Development

- Commitment to maintaining excellent subject knowledge and staying abreast of curriculum and pedagogical developments within the subjects they are employed to teach.
- Support department members and others with professional learning whenever possible.

Parents

- Ensure good and timely communication is maintained with parents of pupils, this should encompass areas such as progress, attitude, behaviour and expectations as well as trips and organisational matters.
- Report home as part of the school reporting cycle about the progress, effort and attainment of pupils.

General Duties

- Act as a form tutor for a group of students, monitor their individual wellbeing and academic progress and maintain strong relationships with them and their parents/guardians.
- Attend assemblies and deliver content during tutor periods as directed by the pastoral team.
- To contribute to boarding life through the evening and weekend programme.
- Ensure the safe and appropriate behaviour of students outside of lessons.
- Raise issues with Heads of Year or the safeguarding lead according to school policy.
- Lead extra curricular activities and show a commitment to the development of the whole child.
- Respond in a timely and thorough way to requests for information about the progress and attitude of pupils both to parents and staff as required.
- Uphold school values and promote the school on a local, national and international level as appropriate.
- Be aware of and comply with health and safety policies, legislation and best practice.
- To work within the school procedures and codes of practice.
- Attending and participating meetings arranged for purposes of any of the above.
- To undertake such other duties as required by the Senior Leadership Team.

PERSON SPECIFICATION

The successful candidate will have the following skills, experience and qualities:

Knowledge & Skills (Essential):

- Strong knowledge of SEND legislation and best practice.
- Understanding of high-quality teaching and inclusive pedagogy.
- Ability to analyse data and evaluate provision effectively.
- Excellent communication and interpersonal skills.
- Strong organisational and administrative ability.
- Confidence to engage with a wide range of stakeholders, including prospective families.

Desirable:

- Experience within the independent sector.
- Experience contributing to admissions and transition processes.
- Ability to teach or support learning in a curriculum area.
- Experience contributing to whole-school strategy or development.

Qualifications and Experience (Essential):

- Educated to degree level with Qualified Teacher Status or equivalent.
- National Award for SEN Coordination (NASENCO) or equivalent (or willingness to achieve).
- A recognised Level 7 qualification in individual specialist assessment for exam access arrangements (or equivalent), or substantial experience overseeing and quality assuring access arrangements in line with JCQ regulations.
- Significant experience within SEND provision.
- Experience of leading or managing staff or a department.
- Demonstrable success in improving outcomes for pupils with SEND.
- Experience of exam access arrangements and regulatory compliance.
- Experience working with parents and external professionals.

Personal Qualities:

- Warm, approachable, and highly professional manner.
- Credibility and presence to lead and influence across the school community.
- Commitment to inclusion and pupil wellbeing.
- Energy, flexibility, and a willingness to contribute to wider school life.
- Resilient, reflective, and committed to ongoing professional growth.
- A 'can do' attitude and the willingness to work hard to get things done.
- Ambition, energy, enthusiasm and commitment.
- Interest in, and a keenness to be involved with, the extra-curricular life of the school.
- A confident, caring and compassionate approach that ensures positive relationships with colleagues, parents & guardians and pupils.
- Be able to take the initiative; with the ability to take / an idea, developing it through to completion.
- Have a good sense of humour and be flexible and adaptable.
- Excellent organisation skills.
- Excellent verbal and written English skills, an eye for detail.
- A proactive approach, able to work independently as well as part of a larger team.

WESTONBIRT SCHOOL

Westonbirt School is a co-ed independent day and boarding school for boys and girls aged 2 to 18 years, located in the Cotswolds, 90 minutes from London. At Westonbirt you will find an inspired community, set within 210 acres of parkland grounds and a breathtaking mansion. With an ethos of greenhouse not hothouse, success is celebrated and talent is nurtured. The School campus includes a Sports Centre and Swimming Pool and a 9-hole Golf Course.

The School consistently achieves excellent academic results and provides the pupils with a broad range of extra curricula activities to give depth to the learning. All pupils are inspired to achieve their very best potential and leave School with confidence and an ambition for lifelong learning.

The School was recently voted 'Co-educational Independent School of the Year' at the 2023 Independent School of the Year awards and is also included in the Fortune 'World's Leading Boarding Schools' 2023 report with a five star review.

For more information on Westonbirt School, please visit: **www.westonbirt.org**

WISHFORD EDUCATION

Wishford Education is a leading provider of independent education in the UK. Our group includes independent prep and senior schools, nurseries and day and residential camps. Varied in character but united in ethos, our schools, nurseries and camps understand where the true value of an independent education lies, and provide high-quality learning, outstanding opportunities and a happy, caring environment in which children achieve amazing things.

Founded in 2011, the group currently comprises ten independent schools in Wiltshire, Gloucestershire, Berkshire, Buckinghamshire, Oxfordshire and Kent as well as two thriving day nurseries in Wiltshire, an international summer school and an activity camps business.

The group is growing and we expect a number of additional schools and nurseries to join us in the near future.

For more information on the Wishford Schools group, please visit: **www.wishford.co.uk**