

Assistant Headteacher SENDCo

About Haven Nook School

“Haven Nook School is a very special place.”

Haven Nook is a small, independent special school in the heart of Canterbury, removing barriers to learning for young people aged 11–18 with social, emotional, and mental health (SEMH) needs.

We are passionate about transforming outcomes for our students by igniting a love for life and learning. Every day, our dedicated team creates a safe, nurturing, and aspirational environment where each young person can flourish academically, socially, and emotionally.

The Role

We are seeking an inspirational and dedicated Assistant Headteacher SENDCo to join our senior leadership team. This role is ideal for a passionate and experienced SEN professional who wants to make a measurable difference in a small, values-led school community.

As the SENDCo, you will take strategic responsibility for all aspects of SEND provision, ensuring that every pupil's needs are understood, supported, and celebrated. You will work closely with the Head of School, the leadership team, and the Governing Body to deliver high-quality outcomes for our learners.

Key Responsibilities

Strategic Leadership

- Support the Head of School in the leadership and day-to-day management of the school.
- Lead on strategic planning, policy development, and improvement priorities for SEND.
- Attend Governing Body meetings and ensure governors are well informed about SEND provision and pupil progress.
- Promote a positive, inclusive culture that supports the wellbeing of pupils and staff.
- Act as Deputy Designated Safeguarding Lead (DDSL) and champion safeguarding practice across the school.

SENDCo Responsibilities

- Lead and manage all aspects of SEND provision in line with the SEND Code of Practice.

- Oversee the identification, assessment, and review processes for all pupils with EHCPs.
- Coordinate and chair annual reviews, ensuring they are person-centred and outcome-focused.
- Work collaboratively with parents/carers, the Local Authority, and external professionals.
- Monitor and evaluate the effectiveness of interventions and individual learning plans.
- Ensure compliance with Exams Access Arrangements and accurate SEND record-keeping.
- Provide ongoing training, advice, and guidance to staff to enhance inclusive practice.
- Contribute to the design of a curriculum that meets the diverse needs of all pupils.

Staff Leadership and Development

- Support and mentor staff in understanding and implementing effective SEND strategies.
- Line manage support staff to promote best practice and professional growth.
- Lead professional development related to SEND and contribute to performance management where appropriate.
- Model high professional standards, positive relationships, and reflective practice.
- Promote a collaborative, caring, and supportive culture across the team.

Other Responsibilities

- Contribute to school improvement planning and self-evaluation processes.
- Oversee and coordinate therapeutic and intervention programmes in partnership with external agencies.
- Lead or contribute to whole-school projects such as transition planning, pupil voice, and inclusion initiatives.
- Assist in the management of budgets and resources related to SEND provision.
- Support the organisation of annual events such as review days, parent meetings, and community engagement activities.
- Play an active role in the wider life of the school, including enrichment activities and celebrations of success.
- Take part in supervision, appraisal, and ongoing professional learning to maintain up-to-date knowledge of SEND best practice.

Person Specification

Essential:

- Qualified Teacher Status (QTS).

- NASENCo or NPQSENCo qualification.
- Experience working with pupils with SEND, particularly ASC and SEMH.
- Proven leadership experience in a special or inclusive educational setting.
- Strong knowledge of the SEND Code of Practice and EHCP processes.
- Strong knowledge of Exams Access Arrangements.
- Excellent communication, organisational, and interpersonal skills.
- Commitment to safeguarding and promoting the welfare of children.

Desirable:

- Experience in a small school or alternative provision.
- Experience in curriculum adaptation and intervention design.
- Understanding of trauma-informed or therapeutic approaches to education.
- DSL training or experience.

Why Join Haven Nook School?

At Haven Nook, every day brings the opportunity to make a meaningful difference. You'll join a supportive, values-led team committed to creativity, nurture, and transformation.

If you are strategic SENDCo leader who believes in the power of education to transform lives, we would love to hear from you.

We offer:

- A caring, collaborative school culture.
- A small, values-led independent school with a warm, family ethos.
- Small class sizes and opportunities to shape whole-school practice.
- A chance to work with inspiring students who thrive with the right support.
- The satisfaction of helping young people rediscover a love of learning and confidence in their abilities.
- Support for career development (including THRIVE) and leadership progression.
- Access to Yulife wellbeing and medical support App; life insurance, pension and health care cash plan.
- A committed, creative, and compassionate team environment.

Safeguarding and Equal Opportunities

Haven Nook School is committed to safeguarding and promoting the welfare of children and young people. All staff must hold or be willing to obtain an Enhanced DBS check and undergo social media due diligence checks.

We are proud to be an equal opportunities employer that celebrates diversity, inclusion, and belonging.