

# Associate Assistant Headteacher - SENDCo



New Line Learning Academy  
*Believe and Achieve*

New Line Learning Academy



## Build your Career, Shape your Future, Apply today

New Line Learning Academy is a Good school with over 800 pupils educating the next generation of young people aged between 11 and 16.

New Line Learning Academy is part of Future Schools Trust, a dynamic and inclusive multi-academy trust, founded in 2007.



*A great place to be*



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## Welcome from the Headteacher

Gary Cook  
BA (Hons)



At New Line Learning Academy, we are proud to be at the heart of our community. The strong sense of belonging within our school reflects this belief and strengthens our collective spirit.

We foster a supportive and inclusive environment where every student is encouraged to *Believe and Achieve*. The wellbeing of our students is at the centre of everything we do, and we are committed to ensuring that every individual feels valued, respected, and empowered.

Our mission is to inspire academic excellence, nurture ambition, and provide exceptional experiences that help every student reach their full potential.

Our modern facilities—including dedicated spaces for drama, music, dance, sport, science, and ICT—enable us to offer a rich, personalised, and engaging learning experience.

At New Line Learning Academy, our values are brought to life every day. Our students are *Ready* to learn, *Respectful* of others, and thrive in a *Safe* and purposeful environment. These core principles underpin all that we do and help shape well-rounded, confident individuals.

We are also proud to be part of **Future Schools Trust**, a forward-thinking and supportive family of schools committed to collaboration, innovation, and professional growth. Staff at New Line Learning Academy benefit from high-quality professional development, opportunities to work across schools within the trust, and a culture that values wellbeing, teamwork, and continuous improvement. Whether you're starting your career or looking to take the next step, you'll find a welcoming and ambitious environment where your contribution is genuinely valued.

It is a privilege and an honour to lead such an exceptional school. I look forward to continuing our journey together and working closely with our community to help every student thrive and succeed.

<b>Post:</b>	Associate Assistant Headteacher - SENDCo
<b>School:</b>	New Line Learning Academy
<b>Responsible to:</b>	AHT
<b>Responsible for:</b>	Teaching Assistants
<b>Salary:</b>	LPS L8-L12

## Purpose

The Associate Assistant Headteacher - SENDCo takes responsibility for the strategic vision and day-to-day operation of provision made by the school for pupils with SEND. They provide professional guidance in the area of SEND in order to secure high quality teaching and the effective use of resources to bring about improved standards of achievement for all pupils.

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document.

## Main duties and responsibilities

### A. Strategic direction and development of SEND provision in the school

- Contribute effectively to the development of a positive ethos which encompasses all pupils with SEND within the school.
- Support staff in understanding the learning needs of students with SEND and the importance of raising their achievement
- Monitor progress made in setting objectives and targets for pupils with SEND
- Use analysis of teaching and learning to guide further improvement
- Advise the leadership team on resources required to maximise achievement of pupils with SEND
- Liaise and co-ordinate with external agencies
- Analyse and interpret relevant national, local and school data plus research and inspection evidence to inform the SEND policy, practices, expectations, targets and teaching methods.
- Maintain up to date knowledge on best practice in supporting SEND pupils including the SEND Code of Practice, legislation changes and Equal Opportunities legislation.
- Apply for appropriate funding

### B. Teaching and learning

- Identify and adopt the most effective teaching approaches for pupils with SEND
- Monitor teaching and learning activities to ensure they meet the needs of pupils with SEND
- Identify and develop teaching skills that will support students to learn independently

- Ensure realistic expectations of engagement and achievements are set for pupils with SEND
- Maintain effective partnerships between parents and staff including providing information about targets, achievements and progress
- Maintain communication between schools to ensure continuity of support and learning when transferring pupils with SEND

### **C. Leading and managing staff**

- Encourage all members of staff to recognise and fulfil their statutory responsibilities to pupils with SEND
- Provide training opportunities for relevant staff about SEND
- Provide regular information to the leadership team on the effectiveness of the SEND provision to inform decision making and policy review

### **D. Efficient and effective deployment of staff and resources**

- Establish staff and resource requirements based on relevant data
- Organise and co-ordinate the deployment of learning resources and monitor their effectiveness
- Explore opportunities to develop or incorporate new resources such as a nurture provision to support SEND pupils

Any other duties within the capacity of the post holder as may be reasonably requested from time to time.

## **Person Specification**

### **Essential Criteria**

- QTS – Secondary specialism
- Mandatory qualification for SENDCo or a willingness to complete within 3 years
- Experience of supporting pupils with SEND in a mainstream secondary school
- Up to date knowledge of national incentives and legislation for pupils with SEND
- Excellent organisation and administration skills including; the ability to maintain accurate records and the ability to write reports summarising the needs of SEND pupils
- Excellent interpersonal skills with the ability to communicate both orally and in writing to different audiences including colleagues, students, parents and external agencies
- Ability to work under pressure and to meet required deadlines
- Ability to identify and recommend solutions to problems
- Ability to manage time effectively to meet the varied needs of the role including; administration, teaching and acting as a resource for colleagues

## Welcome from the Trust Lead

Samantha McMahon  
BA (Hons) | NPQH



Welcome to Future Schools Trust: **Relentless Ambition for Young People.**

We aim to achieve our vision by bringing together our family of schools to create a cohesive and aspirational community which enables every child and member of staff to exceed their expectations.

### Our values are:

- Integrity
- Respect
- Resilience
- Strong Work Ethic
- Collaboration
- Equality

The best interests of young people guide every ambition and decision we take. We are passionate in our belief that schools are stronger when they work together whilst being proud and protective of the unique identity of each of our schools in the Trust. Maintaining a strong moral purpose and supportive but challenging culture is central to everything we aim to achieve.

I hope this introductory letter provides a sense of our culture and ethos and our direction of travel. If you decide to apply, we appreciate how long it takes to apply for jobs, but please do not send a general application; we are looking for someone prepared to respond to us, respecting where we are at on our journey as a Trust. You can be sure that we will take time and care in reading your personal application.

Electronic application forms should be completed on the Every Portal which you can access at <https://www.futureschoolstrust.com/vacancies/>.

Best wishes

Samantha McMahon

### **Application:**

We welcome applications from all qualified candidates, including neurodivergent individuals. If you are excited about this opportunity and believe you are a great fit for our team, please complete our School Application Form, we are unable to accept CVs. Electronic application forms should be completed on the Every Portal which you can access at [www.newlinelearning.com/vacancies](http://www.newlinelearning.com/vacancies).

If you would like to take a look around our fantastic facilities and meet the staff that you could be working alongside, please email [recruitment@futureschoolstrust.com](mailto:recruitment@futureschoolstrust.com) to arrange a visit.

### **Health & Safety:**

So far as is reasonably practicable, the postholder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the postholder is responsible, to maintain a safe working environment for employees and students/pupils.

### **Safeguarding:**

Future Schools Trust is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. Future Schools Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. All successful candidates will have to meet the person specification and will be subject to an Enhanced DBS check.

Future Schools Trust is dedicated to attracting the right teachers and support staff who are committed to developing and nurturing our students and we must provide the rewards for that to happen.

Alongside providing a competitive pay and benefits package, we offer lifestyle discounts for retail purchases and tax-efficient schemes for childcare and cycle-to-work purchases.

### **Pension Scheme:**

From your start date you can join either the Teachers Pension Scheme or the Kent County Council Pension Scheme. Contributions are made based on your salary scale.

### **Annual Leave:**

For support staff annual leave starts at 25 days a year plus Bank Holidays and increases after 5 years' service.

### **Cycle to work scheme:**

We offer a cycle to work scheme, this tax beneficial scheme encourages employees to cycle to work or take advantage of the scheme to purchase a bicycle for leisure.

### **Retail, Health & Social Offers through Kent Rewards:**

With Kent Rewards you can also get great discounts on pretty much everything you can imagine! Whether it's a meal at a restaurant, a trip to the cinema, or even a visit to a theme park there are plenty of ways that you can save.

### **Other offers:**

- Benenden Private Healthcare Scheme - Optional to Join
- Specsavers Vouchers
- Full access to our Employee Assistance Programme, 24/7

[Click here to view all our employee benefits.](#)





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