

Assistant to SENDCo

Candidate Pack

Salary

SCP 11-17 (£29,071 - £32,046 FTE)

Contract Type

Permanent

Contract Term

Full time/Term Time + 15 days

Location

The Prescot School, Knowsley Park
Lane, Prescot, Merseyside, L34 3NB



About us

✓ WHY WE EXIST: A SHARED PURPOSE

To empower our children to overcome barriers, be able to compete with the best, and shape the future.

✓ HOW WE BEHAVE: THE HEATH FAMILY VALUES

With kindness:

we look out for each other.

With integrity:

we do the right thing.

With tenacity:

we do what it takes.

✓ WHAT WE DO

We lead schools in the North West to maximise attainment and nurture confident, resilient and compassionate individuals.

✓ HOW WE WILL SUCCEED

Through clarity, collaboration, accountability, and academic rigour.



We offer:

- ✓ An opportunity to work in a values driven organisation and be part of a welcoming and dedicated team
- ✓ Support and training so that you can flourish in your role
- ✓ Recognition of the importance of a work life balance. Your emotional wellbeing is important to us and we strive to balance work and life and nurture the best possible environment for high performance and job satisfaction
- ✓ Work laptop
- ✓ Car lease scheme
- ✓ Cycle to work
- ✓ Employer Pension Contribution – Local Government Pension Scheme (LGPS)
- ✓ Employee Assistance Programme (EAP)



Job Description

SALARY

SCP 11-17 (£26,520 - £29,234 Pro-rated)

HOURS

37 hours per week / Term Time + 15 days

CONTRACT TYPE

Permanent

CLOSING DATE

Friday 2nd October 2026

PURPOSE OF THE POST

Join Our Inclusion Team at The Prescott School

We are seeking a highly organised, proactive and committed Assistant to the SENDCo to support the delivery of our SEND provision and help ensure that all students receive the support they need to thrive.

This is an exciting opportunity for an individual with experience of working within a SEND department who is passionate about improving outcomes for young people with additional needs. The successful candidate will play a vital role in supporting the Assistant Principal for SEND and Inclusion, ensuring that statutory responsibilities are met and that student support remains proactive, well-organised and impactful.

About us

The Prescott School is a vibrant, inclusive secondary school at the heart of the Knowsley community. We are proud of our rich history and excited about our future, as we continue to grow into a school where high expectations, strong values, and a culture of kindness, integrity and Tenacity shape every aspect of school life.

Over the past year, The Prescott School has seen significant improvements across key areas:

- **Behaviour and Culture** – Clear routines and consistent expectations have transformed the atmosphere of the school. Classrooms are calm, purposeful spaces where learning comes first. Our “Legendary Learner” culture celebrates positive behaviour and ensures students understand that every choice matters. Suspensions have reduced significantly, while positive behaviour points have risen by over 70%.
- **Attendance** – Through relentless focus, parental engagement, and creative interventions, we have seen one of the largest year-on-year improvements in attendance across the local authority. Persistent absence has dropped by over 17%, with more students than ever achieving 95%+ attendance.
- **Teaching and Learning** – We have invested heavily in staff development, embedding instructional coaching and high-quality CPD. Every Friday morning begins with professional learning, ensuring that our teachers are well supported and continuously improving. Our “LEARN” structure underpins consistent, high-quality classroom practice.
- **Curriculum and Outcomes** – Ambitious curriculum design and improved teaching standards are driving better academic results. Our predicted Attainment 8 scores are rising year on year, with greater numbers of students set to achieve strong passes in English and Maths.
- **Leadership and Support** – A restructured leadership team has strengthened capacity, with new roles created to drive. We are committed to supporting staff at every level, with clear career development pathways and opportunities to lead change.
- **Community and Ethos** – Relationships with families and the wider community are stronger than ever. Parental engagement events are well attended, and local feedback highlights the visible improvements in student behaviour and pride in the school. Our values of kindness, integrity and Tenacity run through everything we do.

Job Description

Key Responsibilities

The successful candidate will:

- Support the administration and coordination of the school's SEND provision.
- Prepare for, organise and record Annual Review meetings for students with Education, Health and Care Plans (EHCPs).
- Assist with EHCP applications, reviews, amendments and requests for statutory assessment.
- Maintain accurate and up-to-date SEND records, documentation and student profiles.
- Liaise effectively with parents, external agencies and teaching staff.
- Support the monitoring of interventions and provision for students with SEND.
- Ensure compliance with statutory deadlines and SEND processes.
- Contribute to the proactive identification of student needs and the coordination of appropriate support.
- Assist in the preparation of reports, documentation and correspondence related to SEND provision.

The Successful Candidate Will Have:

- Experience of working within a SEND department in a school setting.
- A sound understanding of SEND processes, including EHCP reviews and requests.
- Excellent organisational and administrative skills.
- Strong attention to detail and the ability to maintain accurate records.
- The ability to manage competing priorities and work to deadlines.
- Strong interpersonal and communication skills.
- A commitment to inclusion and improving outcomes for vulnerable learners.
- The ability to work collaboratively with staff, families and external professionals.

Why Join Us?

At The Prescott School, we are committed to ensuring every student receives the support they need to succeed. You will join a dedicated and ambitious team that places inclusion, high expectations and student wellbeing at the heart of everything we do.

If you are an organised and compassionate professional who enjoys making a difference to the lives of young people, we would love to hear from you.

The Prescott School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful applicant will be subject to an enhanced DBS check and satisfactory references.

Closing date for applications- Friday 2nd October 2026 12pm. Early applications welcome.

About the Trust



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How to apply

Applicants must have relevant qualifications and experience related to this role, please ensure that you meet the person specification before applying.

We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

Appointment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service and references. The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

We ask that you do not send CVs. Please email your completed application to recruitment@theheathfamily.org.uk

Application closing date: Friday 2nd October 2026

Shortlisting Date: W/c 5th October 2026

Interview Date: To be confirmed