

Benchill Primary School



Recruitment Pack:

SEND Unit Teacher & Assistant SENDco

Permanent Contract:

Main Pay Scale: (£31,650 - £49,084) per annum (TLR2B - £3,391.00)

Start Date: 1st September 2025



Headteacher's Welcome:



Dear Prospective Candidate,

Welcome to Benchill Primary School, where we are dedicated to creating a nurturing and dynamic environment that inspires both pupils and staff to reach their full potential. We are thrilled that you are considering joining our team, where your skills and passion for education can truly make a difference. At Benchill Primary School, we pride ourselves on fostering a collaborative and inclusive community that values innovation, diversity and excellence in teaching and learning. As you explore the opportunity to become part of our school, we encourage you to share your unique experiences and ideas that align with our mission to empower every pupil. We look forward to learning more about you and how you can contribute to our vibrant community. Thank you for considering Benchill Primary School as the next step in your professional journey.

Warm regards,

Steven Rooney

Headteacher



Job Description:



Role Purpose:

Main Purpose of the Role:

To provide high-quality, inclusive teaching within the school's SEND Unit, supporting pupils with a range of special educational needs. In addition, the postholder will support the SENDCo in leading, coordinating, and developing SEND provision across the school as Assistant SENDCo, with a focus on pupil progress, effective support, and collaborative working with staff, families and external agencies.

Key Responsibilities:

Teaching and Learning (SEND Unit)

- Plan and deliver tailored, engaging lessons for pupils with diverse needs (e.g. ASD, SLCN, MLD), aligned with EHCP outcomes and developmental levels.
- Create a safe, inclusive and nurturing environment that supports both academic and emotional development.
- Use a range of assessment methods to track progress and inform planning.
- Work closely with support staff to deliver effective interventions and promote positive behaviour and engagement.
- Encourage independence and life skills alongside academic development.

Assistant SENDCo Responsibilities:

- Assist the SENDCo with coordinating SEND provision across the school, ensuring statutory duties and best practices are followed.
- Support teachers and support staff in identifying and implementing appropriate strategies and adjustments for pupils with SEND.
- Help oversee provision mapping, intervention planning, and progress tracking for SEND pupils across the school.
- Contribute to the creation, implementation and review of EHCPs, IEPs and individual support plans.
- Liaise with external professionals (e.g. EPs, SALTs, CAMHS, inclusion teams) and support referrals as needed.
- Lead on a particular area of SEND (e.g. Communication & Interaction, SEMH, Cognition & Learning) depending on school needs.
- Contribute to the development and delivery of SEND CPD for staff.
- Assist with preparing paperwork and data for SEND reviews, annual reviews, and inspections.

Professional and Pastoral Duties:

- Establish effective relationships with parents/carers, involving them in their child's learning and progress.
- Promote the school's inclusive ethos and high expectations for all learners.
- Support with transition planning, both within school phases and to/from external settings.
- Uphold all safeguarding responsibilities and contribute to a safe learning environment for vulnerable pupils.

Person Specification:



Qualifications and Experience

Essential:

Qualified Teacher Status (QTS)

Experience teaching primary-aged pupils

Proven success supporting children with a range of SEND

Experience supporting staff or leading SEND provision

NASENCO Award / NPQ SEND (or willingness to complete within 2 years)

Desirable:

Experience in a SEND Unit or specialist provision

Knowledge and Skills:

- Strong understanding of the SEND Code of Practice and statutory responsibilities.
- Knowledge of a range of SEND types and effective strategies for classroom inclusion and targeted support.
- Ability to plan, assess and adapt learning to meet diverse needs.
- Strong organisational skills, including managing paperwork, reviews and data tracking.
- Excellent interpersonal and communication skills, including working with families and external professionals.
- Confidence in coaching/mentoring other staff and modelling best practice.

Personal Attributes:

- Passionate about inclusive education and supporting every child to thrive.
- Patient, empathetic and resilient in the face of challenges.
- Reflective and committed to ongoing professional development.
- Flexible, proactive, and solutions-focused.
- A positive team player with leadership potential.

What We Offer:

- A supportive and inclusive school community
- A leadership role with the opportunity to shape SEND provision
- Excellent CPD and progression opportunities, including potential sponsorship for NASENCO
- A collaborative, child-centred approach to teaching and learning

Application Details:



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Assistant SENDco
Permanent Contract:**

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Start Date: 1st September 2025**

For more information about the role or to book a school visit,
please contact Steven Rooney, Headteacher:

head@benchill.manchester.sch.uk

or call: 0161 998 3075

To apply for this post, please complete an application form
and email it to:

recruitment@benchill.manchester.sch.uk

Deadline for applications:
Thursday 15th May 2025 at 9am

