



## BIRKENHEAD SCHOOL

### Information for Candidates applying for the role of Special Educational Needs and Disability Co-ordinator (SENDCo)

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Required from September 2025

#### THE SCHOOL

Birkenhead School, awarded the Sunday Times Independent Secondary School of the Year in the North West for 2025, was founded in 1860. It is an HMC independent day school providing education for boys and girls drawn from the whole of the Wirral, Liverpool and as far afield as Chester and North Wales. There are currently some 127 children in Early Years (60 in Nursery aged under 3 years old, 67 in our “Pre-Prep” aged 3 to 5 years old), 301 pupils in the School’s Prep (ages 5-11) and 527 pupils in Years 7 to Upper Sixth Form. Birkenhead School has been fully co-educational since September 2008, offering the choice of an independent education to all local children. Across the School approximately 45% of pupils are girls.

Situated in the leafy suburb of Oxton, the School enjoys excellent facilities. The main campus has a ‘village green’ atmosphere, with classrooms and laboratories looking out over the cricket square. There are ongoing and substantial investments in facilities. In addition to the main campus, the School owns 17 acres of playing fields on two sites nearby – the primary one being McAllester Field on Bidston Road.

#### SCHOOL ORGANISATION & VALUES

The School comprises Nursery and Pre-Prep (Early Years), Prep and Seniors and integrates their objectives and activities within a ‘One School’ concept. The Headmaster chairs the School’s Senior Leadership Team (SLT) comprising the Head of Prep, Deputies and the Bursar.

Birkenhead School prides itself on being a family school and this has been greatly strengthened by the opening of the Nursery in 2006. It is attractive to parents to have all their children in one school and it is a great advantage for the school to be able to establish strong, long-lasting relationships with families. The move to co-education reinforced this and at present, 234 families have more than one child in the School and 33 have three or four children.

A key feature of the School is its strength of community, which runs through the student, staff and parental bodies. The School is embedded within the wider Wirral community, has strong links with local business and charities, and offers an extensive bursary programme. The School aims to inspire students both inside and outside the classroom, knowing each individual and providing them with outstanding opportunities to find their niche.

A dedicated, talented and collegiate staff body is required to achieve these aims. The School’s informal motto is Respect, Responsibility and Resilience, to which we have recently added Inclusivity, Compassion, Integrity, Humility and Courage as defined School values. Birkenhead School recruits on attitude as much as the quality of an individual’s qualifications on paper, an approach that has played a considerable role in the winning of the Sunday Times award – in short, staff go above and beyond in delivering outstanding academic grades and an expansive co-curricular programme which leads to a fulfilled, inspired and happy community – staff, students, parents, grandparents and alumni (Old Birkonians—OBs).

#### **SENIORS**

527 STUDENTS  
AGED 11-18  
296 BOYS / 231 GIRLS

#### **PREP**

301 PUPILS  
AGED 5-11  
162 BOYS / 139 GIRLS

#### **NURSERY / PRE-PREP**

127 CHILDREN  
AGED 3 MONTHS – 5 YEARS  
70 BOYS / 57 GIRLS



## BIRKENHEAD SCHOOL

### THE DEPARTMENT

Birkenhead School has a thriving SEND department supporting students primarily with Dyslexia, Dyspraxia, ASC and/or ADHD. The department itself has grown in recent years with the appointment of 6 Teaching Assistants in Senior School to support our growing number of students with an EHCP. The teaching staff are supportive of all students, in particular those with SEND, and are proactive in identifying any students of concern. Support are mostly at subject teacher or pastoral team level and around 25% of those students with diagnosed or suspected SEND received specialist 1:1 tuition in the form of Study Skills via our 2 specialist teachers.

### THE ROLE AND RESPONSIBILITIES

We are seeking to appoint an enthusiastic and dynamic Special Educational Needs and Disabilities Co-ordinator with relevant experience. This is potentially a part-time or full-time role, with potential for some classroom teaching and/or 1:1 teaching. A degree of teaching experience would be beneficial for the ability to deliver 1:1 and small group interventions in addition to the main SENDCo responsibilities. Candidates must either hold the SENDCo award/NPQ SENDCO or a desire to gain this qualification. Further to the SENDCo responsibilities, Teaching responsibilities will include teaching, marking, assessment and grading, always setting the highest standards of personal organisation and administration.

### Key Responsibilities

#### Administration and record keeping

- Maintain all SEND information for students in school and to maintain the SEND register by circulating a half termly update to all Senior school staff.
- Support the Exam's Officer and Assistant SENDCo (Access Arrangements) as needed with examination access arrangements in both internal and external examinations.
- Keep the School's Special Educational Needs policy up to date and advise on other policies involving SEND.
- Oversee the students who follow a reduced timetable and ensure programmes of work and timetable amendments are made.

#### EHCPs

- Co-ordinate the provision for all students with Educational Health Care Plans (EHCP) and Additional Support Plans (ASP), completing all the necessary tasks to implement provision and complete all paperwork involved in termly and annual reviews.
- Liaise with local LEAs (Wirral and Cheshire West), Educational Psychologists, Speech and Language Therapists and other outside agencies as needed to ensure students with EHCPs are well supported.
- Maintain a close working relationship with students and parents, particularly those with an EHCP and ASP in place.
- Line manager to the team of 2 Study Skills teachers and Team of Teaching Assistants (specific to students with ECHPs) in Senior School including convening regular meetings, timetabling and leading the annual professional review programme.



## BIRKENHEAD SCHOOL

### Admissions

- Work with the Headteacher and his PA Ms Hopper to ensure students sitting the adaptive admissions assessment for Senior School with SEND have the access arrangements in place.
- Oversee SEND students on Year 5 and Year 6 assessment days liaising with the Head of Admissions.
- Ensure a structured, enhanced transition for students with SEND joining Senior School and for those transitioning from Prep.
- Be the main contact for all SEND admissions enquiries and supporting the Headteacher with decisions on the setting's suitability to meet need.

### Referrals

- Liaise with teaching staff and, as appropriate, with the Headmaster, Deputy Head (Academic), Head of Prep, Deputy Head of Prep, Heads of Year (Senior School) and School Nurse over the identification and support of pupils with SEND.
- Oversee the referral process for students with potential SEND from initial concern, meeting parents, liaising with staff, completing referral forms for students requiring a concentration or literacy screening assessment by gathering information from subject teachers, evaluating progress and referring to the Assistant SENDCo.
- Complete the relevant and necessary NHS and/or private referral form to follow the referral pathways for ADHD, Dyspraxia, SEMH and/or Autistic Spectrum Conditions.
- Take responsibility for any EHCP applications.

### SEND INSET and Training

- Work with Prep SENDCo and Assistant SENDCo to keep up to date with national changes and developments in supporting special educational needs pupils in general.
- Deliver training sessions to develop teaching and learning strategies to support SEND students in school (with support of Prep SENDCo and Special Educational Needs Assessments Co-ordinator)
- Identify whole school training needs related to SEND.

### THE PERSON

The ideal candidate will:

- Have QTS and the National SENDCo award/NPQ SENDCo or a willingness to attain it.
- Be enthusiastic, confident and diligent.
- Develop and maintain good relationships with all stakeholders.
- Have a sound understanding of Safeguarding procedures.
- Develop creative and innovative teaching techniques
- Be IT literate to support teaching and learning.
- Inspire staff and students through action.
- Maintain accurate and up-to-date student records relating to SEND



## BIRKENHEAD SCHOOL

The successful candidate will balance a determined work ethic and strong academic rigour with good humour, teamwork and perspective. Birkenhead School recruits on attitude as much as the quality of an individual's qualifications on paper. All staff are expected to contribute fully to the wider life of the School and the co-curricular provision

### REMUNERATION & BENEFITS

#### Salary

Birkenhead School operates its own salary scale, reflecting the experience and expertise of the successful candidate.

#### Hours

This is a permanent full or part time role. The post holder will be required to contribute to co-curricular opportunities and work as necessary to carry out the duties of the role.

#### Holiday

You will be entitled to School Holidays and Bank Holidays.

#### Pension

The School operates an auto-enrolment pension scheme.

#### Other Benefits

We will value and support your contribution to School life and in return provide you with excellent rewards;

- Working with fantastic young students
- Working as part of a committed team
- Membership of the Employee Assistance Programme
- Term time is 34 weeks
- Free use of the fully equipped on-site gym
- Support for your continuous professional development

### APPLICATION

A letter of application indicating skills and experience, together with a completed application form, including the names and addresses of at least two referees, should be sent for the attention of the Headmaster via: [chw@birkenheadschool.co.uk](mailto:chw@birkenheadschool.co.uk)

Applications may also be sent by post to: **Cheryl Wallace (Personnel Manager), Birkenhead School, 58 Beresford Road, Oxtown, Wirral, CH43 2JD**

Application forms can be downloaded from the School's website: [www.birkenheadschool.co.uk](http://www.birkenheadschool.co.uk)

Candidates are welcome to contact the Special Educational Needs Co-ordinator, Mrs Jenny Williams on [jhw@birkenheadschool.co.uk](mailto:jhw@birkenheadschool.co.uk) with any questions relating to the role.



## BIRKENHEAD SCHOOL

To meet our safeguarding obligations, an Enhanced Disclosure and Barring Service check is undertaken as part of the recruitment process for all new staff. As Birkenhead School is an educational provider, it is permitted to ask whether an applicant has any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance, as defined by The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). It is a criminal offence for an individual who is barred from working with children to apply for a role which is classed as regulated activity (i.e. involves working with children). **As such, candidates are asked to complete the separate Criminal Record Declaration Form on the School's website.** The information disclosed on this form will not be kept with your application form during the application process.

Candidates selected for interview will be offered the opportunity to have a tour of the School and meet with relevant members of the department.

**The closing date for applications: 9.00am on Monday 21<sup>st</sup> April 2025**

Successful candidates are likely to be invited to attend interview the following week.

**We reserve the right to close this vacancy and complete the recruitment process when we are in receipt of sufficient applications. Should you wish to apply for this post you are advised to complete and submit your application form as soon as possible.**