

**TEACHER OF**

**ENGLISH**

**APPLICATION PACK**

**Deputy Director of SEND**

**SO2 26-28 £36,124 - £37,938 pro rata**

**Actual salary £32,010 - £33,616**

**37 hours per week term time only plus 10 days**

**Working pattern:**

**8.00am – 4.15pm Monday to Thursday**

**8.00 – 2.30pm Fridays**

**Start Date: September 2025**

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**Introduction from the Headteacher**

Thank you for the interest you have shown in the post of Deputy Director of SEND at our school. This is an excellent opportunity to join our hard working and committed SEND team.

Pudsey Grammar School is a heavily oversubscribed mixed comprehensive secondary school located in the heart of the market town of Pudsey. Situated between Leeds and Bradford the town has always valued its independence from its two larger neighbours. The school has a long and proud history stretching back to 1904. The school has 1300 students with a thriving and expanding Sixth Form of over 250 students all taught in a state of the art building. The innovative and unique style of the building creates a calm atmosphere very different to many secondary schools.

I was appointed in 2014 and since then we have received a letter from Amanda Spielman (HMCI Ofsted) which stated we ‘have transformed all aspects of the school.’ This assertion was further underlined in 2018 when the increase in our exam results resulted in the school being the most improved school in Leeds and one of the most improved in the country (we were delighted to follow these achievements up with our best ever GCSE exam results in 2019 which were above the national average). The pattern of improvement continued in 2020 with our Year 11 students achieving grades which were outstanding. The school had a highly successful Ofsted inspection in April 2019 and was judged as good in all areas including our sixth form. The school underwent an ungraded inspection in April 2024 which saw, for the first time in the school’s history, a second successive Ofsted judgement of being a good school. This is testament to the consistently high quality of education which one of the most popular schools across the city of Leeds with over 900 applications received for 215 Year 7 places for September 2024.

In 2022, the school was selected to be a national Behaviour Hub school. This was a Department for Education programme led by the Governments’ School Behaviour Advisor, Tom Bennett, which identifies schools who have ‘an exemplary behaviour culture’. We were one of only 20 secondary schools out of 4000 who have achieved this prestigious accolade, and we worked with other schools across the north of England to improve their behaviour cultures.

We have a comprehensive House system which runs across all year groups with over 30 diverse competitions across the year for students and one each half term for staff too. House assemblies take place once every three weeks lead by our eight House Leaders. At the end of each academic year, the winning House is awarded our 80-year-old Victor Ludorum Cup.

We are aiming to be a centre of excellence and every indicator we have, we are on track to achieve this goal. Continuing to recruit high calibre staff is a key priority of our strategy.

The following quotes are taken from the latest Ofsted report:

* *The school is welcoming and pupils respect the differences in other people.*
* *Safeguarding is very well led and pupils feel safe*
* *Pupils get on very well with each other*
* *Teachers have strong subject knowledge*
* *Pupils behave well in lessons and the vast majority focus on their work*
* *The school has developed an ambitious curriculum for pupils*
* *Staff have high expectations of all pupils. The vast majority of pupils rise to these expectations and work hard*
* *Pupils benefit from the curriculum and are well prepared for their next steps*
* *The House system plays a central role in the school and provides a sense of belonging. Pupils who earn House ties for their dedication to House competitions wear them with pride*
* *If bullying happens, pupils are confident that staff will deal with it quickly*

The school has a long tradition in the town, being established as Pudsey Grammar School in 1905. Although the school is taught in a state of the art building, our core values of respect, resilience, integrity, compassion and ambition are highly traditional and are based on the goal of ensuring that every student reaches their true potential.

Our school is not just about the students gaining knowledge and qualifications although these are extremely important. We believe in teaching young people core values of decency, social skills and how to be a good citizen in an ever changing world. We want their character to develop and grow and for them to leave us with an inquiring and independent mind. We want our students to gain the best qualifications they are capable of whilst experiencing a range of opportunities which are second to none. As a result, the school is extremely popular with our community and is significantly over-subscribed every year.

Our Sixth Form which is rated as good by Ofsted, has grown in recent years and we now have over 250 Post-16 students studying at Pudsey Grammar. We have a strong tradition of ensuring students access the best universities including Oxford and Cambridge.

Our staff show exceptional dedication and commitment to our students. Relationships in the school are extremely strong and this underpins the ethos of the school. We pride ourselves in the care and support that we give our staff and as a result there is a real team spirit in the school where people enjoy being part of our school community. Teaching and learning is the key focus of the organisation and everything that we do is designed to ensure that the classroom experience for the students is excellent. We are currently redesigning our curriculum to ensure that the education we offer is second to none.

We offer fantastic support and professional development to staff which ensures that they are equipped with all the necessary skills to deliver excellent lessons to the students on a daily basis.

The school is a foundation Trust school and our partners include global companies such as ASDA, HSBC bank alongside leading local business and training provider, Appris. These high quality links allow our school to offer excellent careers opportunities to students across the ability range. As a result the school has 0% NEETs at Year 11.

We are currently part of The Leeds Teaching HUB which is providing outstanding opportunities and CPD for all of our staff. Subject Leaders attend their Collaborative Learning Groups, which allows them to network and share best practice. This is further disseminated through the school via regular department meetings and weekly Teaching & Learning briefings.

This clearly is an exciting time to join our school as we continue to build on our high standards and aspirations

If you have a desire to be part of one of the most exciting and rewarding schools to work in, which will also provide you with excellent development opportunities, please complete the application form. Any further details can be obtained directly from the school’s HR Team: [recruitment@pudseygrammar.co.uk](mailto:recruitment@pudseygrammar.co.uk)) or our website [www.pudseygrammar.co.uk](http://www.pudseygrangefield.co.uk)

**Mark McKelvie**

**Headteacher**

**Pudsey Grammar School**

**Details of advert**

**Job Title: Deputy Director of SEND - Permanent**

**Hours and working pattern: 37hpw, plus 10 training days (8.00am-4.15pm Monday to Thursday and 8.00am-2.30pm Fridays)**

**Grade: S02, 26 - 28**

**Salary: £36,124 - £37,938FTE (£32,010 - £33,616 Actual)**

**Start date: September 2025**

We are seeking an outstanding professional to excel in this key middle leadership role in the school’s SEND team. The Deputy Director of SEND will work closely with the Director of SEND to ensure our SEND department operates as a centre of excellence, securing high quality care and welfare for all students and supporting student behaviour and safeguarding. The role is very varied and the ideal candidate will be able to demonstrate expert subject knowledge and be adaptable and flexible in managing a diverse caseload. You will need the ability to stay calm under pressure and skilled at navigating your way through difficult conversations whilst building strong, positive relationships.

**The role involves:**

* Assisting the Director of SEND in maintaining accurate and up-to-date records of students with special educational needs.
* Coordinating the scheduling of interventions, meetings, and assessments, ensuring efficient use of resources and staff availability.
* Monitoring and tracking student progress, documenting outcomes and adjustments as necessary.
* Maintaining confidentiality and sensitivity when handling student information and records
* Liaising with External Agencies
* Working with families and the community.
* Providing support to the wider Student Support Team
* Ensuring all five components of the original ‘Every Child Matters’ entitlement are met for each subject

**Applicants will need to demonstrate:**

* Excellent attention to detail, effective analytical skills and strong inter-personal and communication skills, together with the ability to work as part of a successful team.
* Appropriate qualifications and/or relevant experience in working with young people in this role.
* A commitment to:
  + Working in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, prevent and our safeguarding and child protection policies)
  + Taking responsibility for receiving and acting upon any reported concerns and ensuring that the Child Protection Policy is implemented and promote best safeguarding practice across the school as part of the Student Support Team.
  + Promoting the safeguarding of all students in the school

**Why work at Pudsey Grammar School?**

* Be part of a rapidly improving school
* Work for an organisation which has staff wellbeing as its core
* Benefit from a flexible early finish to the school day on Fridays
* Embrace the opportunity to play a key part in the continuing transformation of the school
* Be part of a dynamic and enthusiastic team of staff who are ensuring our students are successful in every way
* Work alongside hub-schools in the Yorkshire and Humber region and University College London, with access to high quality Teaching and Learning training, networking events, CPD
* Belong to a supportive organisation which prides itself on high standards for staff and students
* Work in an award-winning state of art building

**This school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Appointments will be subject to an enhanced DBS disclosure. If shortlisted, you will be required to disclose relevant information regarding criminal history and an on-line search will be conducted.  This includes only information publicly available on-line.**

**We promote diversity and want a workforce that reflects the population of Leeds.**

**Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply for this position.**

**Application Process**

Should you wish to apply for this position, please send the following to [recruitment@pudseygrammar.co.uk](mailto:recruitment@pudseygrammar.co.uk).

* A completed application form. Applications should be made electronically in Word or PDF format
* **Please be aware that we do not accept Curriculum Vitaes**
* In support of your application you may include a covering letter. This should be in addition to the completed application form.

**Closing date for applications: Tuesday 22nd April 2025 at 8.00am**

**Successful candidates will be contacted direct with details of the interview.**

**Interview date: Monday 28th April 2025**

**Job Description**

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| **Post Title:** | Deputy Director of SEND |
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| **Post Purpose:** | Student Support |
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| **Reporting to:** | Director of SEND |
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| **Working time/working pattern** | 37 hours per week, term time plus 10 days  **8.00am-4.15pm Monday to Thursday**  **8.00am to 2.30pm Fridays**  There will be a requirement to attend staff training and departmental meetings as required which may fall outside of the set hours. |
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| **Salary/Grade:** | SO2, £36,124 - £37,938  Actual salary £32,010 - £33,938 |
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| **Main (Core) Duties:** | |
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|  | The Deputy Director of SEND will:  Contribute to leadership decisions on all aspects of policy, development and organisation in SEND. As a pivotal member of the SEND Team, they will:   * Work with the Director of SEND to ensure our SEND department is a centre of excellence. * Meet regularly with the Director of SEND and the Assistant Headteacher (with line management responsibility for SEND) to agree the SEND development plan and implement it. * Work with the Director of SEND to ensure the efficient deployment of staff. * Work with the Director of SEND to manage appropriate resources for the SEND department and ensure that they are used efficiently, effectively and safely. * Support the monitoring and evaluation of the work of the SEND team. * Line manage some of the TAs within the SEND team. * Support the Director of SEND in the systematic identification of students who are underperforming and may have an undiagnosed need. * Work with the Director of SEND and inclusion team to develop and implement intervention groups and support for students with SEND. * Support the learning of students with SEND as directed by the Director of SEND. * Support the Director of SEND in rigorous data analysis of interventions to ensure they are successful. * Assist the Director of SEND to liaise with and inform parents/carers about the specifics of the SEND provision for their child. * Work with the Director of SEND to liaise with the relevant outside agencies to ensure that individual pupil’s SEND needs are met. * Work with the Director of SEND to ensure that staff are kept informed of pupil’s SEND needs and advise on areas to develop and support. * Work with the Director of SEND to ensure information on Provision Maps, the additional needs register and the SEND register is up-to-date and accurate. * Contribute to the weekly SEND team meetings. * Work with the Director of SEND to identify training needs for all staff and support the development and delivery of CPD to address the need. * Carry out other duties as required by the Director of SEND and/or the Headteacher. |
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| **Relationship with Parents and the Wider community** | Work collaboratively with the Director of SEND to:   * + Organise and attend meetings with students and parents * Ensure appropriate communication with parents regarding students’ needs. * Liaise with families and other schools to ensure effective transitions and in-year transfers into the Year Group for any SEND students * Liaise with other schools in relation to information regarding students moves |
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| **Manage Own Performance and Development** | * Take responsibility for own professional development. * Share corporate responsibility to the implementation of school policies and practices. * Participate in the school’s performance management cycle * Provide a role model to all students through professional presentation and personal conduct. |
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| **Safeguarding** | * Promote good practice by encouraging and promoting the Child Protection policies and procedures in school. * Maintain accurate, confidential and up to date records, on all cases of safeguarding and child protection and maintain confidentiality at all times * Work directly with children in need and their families in order to promote, strengthen and develop the potential of parents/carers and their children to prevent children becoming at risk of significant harm. * Act as a Designated Child Protection Officer, as part of the wider Safeguarding and Child Protection Team. * Attend and participate in Child Protection Conferences and Planning and Review meetings whilst working closely with colleagues in Children’s Services as required. * Participate in and co-ordinate Early Help Plans   to prevent and address Child Protection issues and children in need within the school.   * Attend training courses in order to keep up to date with relevant policies and procedures. * Participate in and deliver training to ensure that staff are aware of the relevant guidance and information. * Prepare referrals to wider agencies to enable students’ and their families to access suitable support. |
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| **Any Special Conditions of Service: No smoking policy** | |
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| This job description is to assist staff joining Pudsey Grammar School to understand and appreciate the work content of their post and the role they are to play in the organisation.  Whilst every endeavour has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. This job description is not a definitive list of responsibilities but identifies the key components of the role. The post holder will, therefore, be required to undertake other reasonable duties commensurate with the purpose and salary level of this post.  Employees should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform, and these will be taken into account when the post is reviewed.  All new appointments of support staff are made subject to the satisfactory completion of a six-month probationary period. | |
| **Statement:**  **This school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Appointments will be subject to an enhanced DBS disclosure. If shortlisted, you will be required to disclose relevant information regarding criminal history and an on-line search will be conducted.  This includes only information publicly available on-line. The employee may be subject to rechecking as required from time to time.**  **All appointments are subject to satisfactory references.**  Pudsey Grammar School is an equal opportunities employer and requires its employees to comply with all current equality policies both in terms of equal opportunity for employment and access to the school’s services.  We promote diversity and want a workforce which reflects the population of Leeds.  Dated: April 2025 | |

Person Specification – Deputy Director of SEND

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| **Qualifications & Training** | **ESS** | **DES** |
| Good Honours Degree or demonstrable relevant experience obtained over a minimum of 3 years in a similar role | X |  |
| Level 2 Maths & English at Grade 5/C | X |  |
| Evidence of further relevant substantial professional development relevant to the role | X |  |
| Designated Child Protection training |  | X |
| **Leadership Experience** |  |  |
| Experience of working within an SEND team or educational/similar role | X |  |
| Successful management experience, including conducting performance reviews, creating and maintaining systems |  | X |
| Successful experience of leading change |  | X |
| Experience of using innovative pedagogies, including ICT, group work, formative assessment, research projects etc. | X |  |
| Experience of Ofsted |  | X |
| **Knowledge, Understanding and Skills** |  |  |
| Up to date knowledge and understanding of the current national SEND legislation and agenda | X |  |
| Understanding of how to secure sustainable improvement in SEND | X |  |
| Understanding of what constitutes outstanding SEND support | X |  |
| Ability to contribute to the writing and design of Education, Health and Care plans for children | X |  |
| Sound knowledge and understanding of data analysis and its use in raising achievement |  | X |
| Experience of designing and implementing successful strategies to support the progress of SEND students | X |  |
| Understanding of the significance of interpersonal relationships and strategies for promoting individual and team development | X |  |
| Understanding of how to build and sustain effective relationships with parents, carers, other schools and the wider community | X |  |
| Understanding of the advantages and issues associated with working in a large, urban, multi-cultural school | X |  |
| The ability to lead by example as an exceptional SEND team member | X |  |
| The ability to command the respect of students, staff, governors, parents and the wider community | X |  |
| The ability to work proactively and with a high degree of independence | X |  |
| The ability to think and plan strategically | X |  |
| The ability to inspire and motivate others through excellent communication skills, both written and verbal | X |  |
| High levels of self-awareness | X |  |
| Integrity and reliability | X |  |
| **Safeguarding** |  |  |
| The motivation to work with young people | X |  |
| The ability to form and maintain appropriate relationships and personal boundaries with young people | X |  |
| Emotional resilience in working with challenging behaviours | X |  |
| Positive attitudes to the use of authority and maintaining discipline | X |  |

**School Location and Travel Information**

### Pudsey Grammar School

Mount Pleasant Road

Pudsey

Leeds

LS28 7ND

### Tel: 0113 2558277

### [www.pudseygrammar.co.uk](http://www.pudseygrangefield.co.uk)

Instagram/Twitter/Facebook - @PudseyGS

