



Sydenham &  
Dulwich Girls

GDST  
GIRLS' DAY SCHOOL TRUST

Brief for the position of

# JUNIOR SCHOOL SENDCO

Sydenham & Dulwich Girls GDST





Dear Candidate,

Thank you for your interest in the SENDCO position at our vibrant and forward thinking independent day school for girls aged 4-18. This is an exceptional opportunity for an experienced, knowledgeable, and deeply committed practitioner to play a pivotal role in shaping the learning journeys of our pupils in the Junior School, ensuring that every girl, whatever her starting point, thrives both academically and personally.

At Sydenham & Dulwich Girls, our mission is clear: to empower every girl to achieve her full potential. As a selective school with a rich and diverse curriculum, we are proud of our high academic standards, our culture of intellectual curiosity, and our unwavering belief in the value of educating the whole child. Our outstanding enrichment programme, combined with a strong pastoral foundation, ensures that our pupils develop the confidence, resilience, and adaptability needed to flourish in an ever changing world.

We are ambitious for our students and equally ambitious for the professionals who join us. As SENDCO, you will be central to our inclusive ethos, championing best practice, guiding colleagues, and ensuring that every learner receives the tailored support, challenge, and encouragement she deserves. You will join a community that values innovation, celebrates individuality, and places tolerance and mutual respect at the heart of school life. You will work closely with our Senior School colleagues to ensure that the transition is smooth and carefully considered.

Applicants should be digitally confident, reflective, and ready to lead with both expertise and imagination. Above all, we seek a passionate, optimistic individual with high aspirations for our pupils and a strong commitment to contributing fully to our dynamic and supportive school community.

Mrs Panton  
Head of Junior School



## OUR SCHOOL

Sydenham & Dulwich Girls, was founded in 1887 by four pioneering women, becoming one of the last schools to be opened by the Girls' Public Day School Trust. In 1934 the school transferred to its current site in the leafy suburbs of South East London. Sydenham & Dulwich Girls prides itself on enriching young minds in a way that will endure a lifetime. The School's original Anglo Saxon motto, 'Nyle ye drede', means 'fear nothing' and girls are continually encouraged to have a 'can do' approach to all they do. Sydenham & Dulwich Girls is selective but diverse, welcoming girls with wide-ranging abilities, talents and backgrounds into a close community that is large enough to offer choice and flexibility but compact enough to ensure that no girl is overlooked.

## THE GIRLS' DAY SCHOOL TRUST

The Girls' Day School Trust (GDST) is a leading family of independent girls' schools in the UK, with 23 fee-paying schools and two academies. A registered charity, it has 19,000 students, 4,000 staff and a network of 70,000 alumnae.

GDST schools share an ethos and heritage of girls-only education and are members of a unique network which adds value to each school, student and member of staff. Networking opportunities across the Trust enable staff to share best practice and develop initiatives that benefit all our schools and students. In addition to supporting the work of individual schools in supplying excellent induction and development opportunities for staff, the GDST network provides access to an extensive training programme. This includes development opportunities (including a Middle Leaders' Development Programme and Aspiring Leaders Programme) and grants for individual courses of study.

**"A sense of community pervades the whole school. pupils respect and support each other wholeheartedly."**

- ISI, 2024



## SITE & FACILITIES

Ongoing investment by the GDST has seen the school's facilities continue to expand and transform. In recent years this includes:

- A new building including gallery and exhibition space, Design Technology, Innovation and maker spaces opening in Summer 2026.
- Brand new Sixth Form Centre with common room, study zone, green landscaped terraces also opening in Summer 2026.
- Investment in sports facilities including resurfaced all-weather courts and floodlit pitches at our 8-acre sportsground, complementing our Astro and Sports Hall at Senior School.
- Seven state-of-the-art science laboratories, well-equipped for experimentation and scientific discovery.
- A Performing Arts Centre, comprising a 90-seat Recital Hall and the 152-seat Westwood Theatre, and refitted Longton Hall providing concert and performance facilities.
- Two Mac Suites, specialist teaching rooms and well-conceived social spaces for staff and pupils
- The historic dining hall was refurbished and extended to include a glass orangery, new serving area and new state-of-the-art kitchens.
- New gym and fitness suite opening September 2026.

The school is home to over 700 pupils, including the Junior School based in an attractive large Edwardian villa with light and spacious purpose-built modern additions, five minutes' walk from the Senior School.

For more information about Sydenham & Dulwich Girls please visit: [sydenhamdulwichgirls.gdst.net](http://sydenhamdulwichgirls.gdst.net)

**"Pupils have a sense of fun, warmth and zest for life whilst remaining courteous, polite and living by the school values."**

**- ISI, 2024**



## OUR MISSION

At Sydenham & Dulwich Girls, we believe that learning should be adventurous and fun. Joyful voices resound in our classrooms and corridors. This is a happy community – active and alive to the potential within each school day.

Our pioneering spirit, forged by our brave founders whose anglo-saxon motto, Nyle ye drede (fear nothing) underpins our ethos: forward thinking and curious, embracing experimentation and innovation.

This journey, from the magic of our Reception classrooms to the sparky debate resonating from our Upper School spaces, encompasses three key pillars of thought: Academic Expertise, Personal Development, Future Ready, to develop each individual as a whole person, well prepared for life.

We aim to inspire the future generations of creators, independent thinkers and trailblazers. We open eyes and hearts by educating the whole person: to balance mind, body and soul. Our diversity of academic and enrichment opportunities enables every girl to forge her own path, strive to be her best and excel. We seek to empower every girl to discover and nurture her unique talents whether in the classroom, the laboratory, the library, the studio, the field, the water, the community or beyond.

The Sydenham & Dulwich Girls' curriculum is deliberately designed to deliver academic excellence alongside a broad education in critical thinking, problem solving, visual culture, digital innovation and emotional intelligence.

We believe that educating the whole person leads to happy, confident and courageous children who flourish and make a positive difference to their community.

**“These energetic, sparky girls are encouraged to be ambitious and go-getting right from the start.”**

**- Good Schools Guide, 2024**

# The Role

## JUNIOR SCHOOL SENDCO

An exciting opportunity has arisen for a passionate, knowledgeable, and dedicated SENDCo to join our ambitious and nurturing school community. We are seeking an inspiring professional with a deep commitment to inclusive education and a proven ability to ensure that every pupil, whatever her needs or starting point, can flourish academically, socially, and personally.

At Sydenham & Dulwich Girls, we believe that exceptional pastoral care and outstanding teaching go hand in hand. Our commitment to educating the whole child is underpinned by a culture that celebrates individuality, fosters confidence, and champions the unique strengths of every learner. The successful candidate will lead and coordinate our provision for pupils with SEND, working collaboratively with staff, families, and external specialists to ensure that support is both impactful and empowering.

To excel in this role, you will bring strong expertise in SEND practice, a clear understanding of current legislation and best practice approaches, and the ability to guide and inspire colleagues across the school. You will be an advocate for inclusive pedagogy, a reflective practitioner, and a compassionate leader who places pupil wellbeing at the heart of every decision.

This is a significant and rewarding role within a forward thinking school that values innovation, professional growth, and a shared commitment to ensuring that every girl reaches her full potential.

The start date for this role is **September 2026**.



# Job Description

## JUNIOR SCHOOL SENDCO

**Accountable to:** The Head or other designated senior manager

**Job purpose:** To lead and coordinate outstanding provision for pupils with Special Educational Needs and Disabilities (SEND) within the Junior School, ensuring that teaching is effectively adapted to meet individual needs and that all pupils make strong progress from their starting points. The role promotes an inclusive, supportive learning environment in which pupils are fully engaged in both academic and wider school life, whilst contributing to their wellbeing, confidence and independence. Working in close partnership with pupils, parents, staff and external specialists, the Junior School SEND Lead will ensure that provision is evidence-informed, regularly monitored and aligned with the school's high standards of teaching, learning and pastoral care.

### Accountabilities

#### Policy/Strategic direction and development

- Exercise a key role in inclusion by contributing to planning for strategic development of SEND policy / provision within the Junior School.
- Be responsible for ensuring changes in legislation and current research, as reflected in the whole school's SEND policy, are delivered consistently and in a timely manner.
- Promote an inclusive learning environment where all pupils can thrive and SEND pupils are fully included in school life.
- Contribute to school inspections, reports and school reviews as required.
- Contribute to the effective management of SEND-related budgets and resources where applicable/required.
- Work with teaching staff to ensure the curriculum is accessible and appropriately challenging for pupils with SEND.
- Work with the key leaders and staff to develop effective ways of bridging barriers to learning through:
  - Assessment of needs of pupils and matching provision accordingly;
  - Monitoring of teaching quality and pupil achievement
  - Target setting e.g. Learning Plans or their equivalent
  - Reviewing the impact of interventions and adapting/refining these accordingly
- Work with the Head, teachers, key-stage coordinators and pastoral staff to ensure all pupils' learning is of equal importance and that there are realistic, but not limiting, expectations of pupils.
- Support the identification and dissemination of the most effective teaching approaches for SEND pupils, with a clear focus on adaptive teaching.

#### Leadership and management of others

- Promote a positive profile of the SEND department to staff, pupils, parents and the wider community.
- Provide professional guidance to staff to secure excellent teaching for SEND pupils, through a variety of formats e.g. staff training; written advice; drop-in sessions.
- As required, manage specialist staff, including, where applicable, peripatetic or contracted staff, to ensure that their work supports classroom teaching and the learning and progress of pupils with SEND.
- Contribute to the performance management process for SEND teachers and Teaching Assistants as required.

#### Teaching and learning

- Ensure pupils with SEND make strong progress relative to their starting points through targeted evidence-based provision.

#### Provision and Support:

- Oversee the early identification of pupils through screening and assessment procedures; collect and interpret specialist assessment data for SEND pupils to inform practice.
- Design and implement Pupil Passports and, where appropriate, Learning Plans for pupils with identified SENDs ensuring that, for Pupil Passports, these are reviewed and updated at least annually and Learning Plans reviewed and updated more frequently.
- Ensure high-quality personalisation and adaptive teaching across the curriculum that gives pupils with SENDs the most positive learning experience possible.

# Job Description

## JUNIOR SCHOOL SENDCO

- Support both class teachers and those delivering tailored interventions in planning for pupils with diverse learning needs/styles.
- Provide targeted interventions for identified pupils for both curriculum subjects including literacy & numeracy, but also in other areas such as social skills.
- Be instrumental in supporting pupils' emotional, social and academic development across all age groups in the Junior School.
- Coordinate input from external professionals to enhance provision where appropriate
- Monitor and evaluate the effectiveness of SEND provision through data and qualitative feedback.

### Communications

- Lead regular SEND briefings and updates for Junior School staff.
- Act as a main point of contact for Junior School parents regarding matters relating to SEND.
- Establish collaborative and transparent communication with parents regarding pupils' progress and support strategies.
- Liaise with external professionals e.g. Educational Psychologists, Speech & Language Therapists).
- Work closely with pastoral and safeguarding staff to ensure an holistic approach to meeting pupils' needs and to ensure that vulnerable pupils are supported effectively.
- Encourage a two-way dialogue with school staff to ensure SEND pupils, and possible SEND pupils, are best supported.
- Attend key events in the Junior School calendar such as Parents' Evening to provide in-person touch points with parents/carers.
- Act as a point of reference/contact point regarding staff and parent queries relating to consideration for examination access arrangements for Junior School pupils.

### Training & development of self and others

- Advise on and contribute to the professional development of staff, including delivering training sessions for all Junior School staff
- Regularly review own practice, set personal targets and take responsibility for own development.
- Develop advice and guidance for Junior

School parents and families on matters relating to SEND

### General administration

- Maintain the Junior School's Learning Support Register, ensuring any updates are added in a timely manner and communicated to staff; collate and update related records, ensuring they are available for reference with due consideration for confidentiality.
- Use School systems such as SIMS/CPOMS effectively and efficiently to record information

### General Requirements

All school staff are expected to:

- Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
- Contribute to the school's programme of extra-curricular activities.
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors
- Work within the GDST's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Engage actively in the performance review process.
- Adhere to policies as set out in the GDST Council Regulations, ORACLE and GDST circulars.
- Undertake other reasonable duties related to the job purpose required from time to time.

### Review and Amendment

This job description should be seen as enabling rather than restrictive and will be subject to regular review.

# Person Specification

## JUNIOR SCHOOL SENDCO

<b>Education and qualifications</b>	<ul style="list-style-type: none"> <li>• Teaching qualification.</li> <li>• A recognised qualification in at least one area of SEND (e.g. Dip.Spd, AMBDA, MA in Education) - Desirable</li> </ul>
<b>Knowledge base</b>	<ul style="list-style-type: none"> <li>• Comprehensive knowledge of the SEND Code of Practice and other relevant legislation e.g. Equality Act</li> <li>• Knowledge of a range of learning differences (e.g. dyslexia, ADHD, Autism)</li> <li>• Knowledge required to analyse assessment data.</li> <li>• Knowledge of adaptive teaching approaches and personalisation strategies.</li> </ul>
<b>Personal skills</b>	<ul style="list-style-type: none"> <li>• Ability to communicate clearly and accurately in speech and writing.</li> <li>• Strong organisational &amp; leadership skills.</li> <li>• Ability to analyse data and track pupil progress.</li> <li>• Excellent time management and prioritisation skills.</li> <li>• Excellent communication &amp; interpersonal abilities.</li> <li>• Empathy, patience and a child-centred approach.</li> <li>• Commitment to inclusive education.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of regular class teaching covering a range of abilities and ages.</li> <li>• Experience of working with Junior school aged pupils (4-11yrs).</li> <li>• Experience of teaching pupils with SEND.</li> <li>• Experience of working in an independent school setting - Desirable</li> <li>• Familiarity with EHCP processes - Desirable</li> <li>• Experience of working with external agencies - Desirable</li> <li>• Experiences of using SIMS/CPOMS/Provision Map - Desirable</li> <li>• Experience of managing support staff or teaching assistants - Desirable</li> </ul>

# How to Apply

## JUNIOR SCHOOL SENDCO

To apply, please go to

<https://sydenhamhighschool-gdst.schoolrecruiter.com/jobseekers/job/junior-school-sendco-1547506>

to submit your application form and cover letter by 9am on Tuesday 12 May 2026, with interviews scheduled to take place the following week, commencing 18 May 2026.

Starting salary will depend on the experience and qualifications of the successful candidate. We offer a competitive salary and benefits package including:

- Competitive salaries and pay progression
- Access to extensive professional development opportunities
- Training grants for qualifications
- Generous pension schemes
- Free life assurance benefit
- Free school lunches
- Financial guidance and support
- Retail and lifestyle discounts
- A discount of up to 50% on fees for children at GDST schools

We reserve the right to interview at any point during the recruitment process, so early applications are encouraged. References for candidates invited to interview will be taken before the interview.

We are an equal opportunity employer and welcome applications from all qualified individuals. To be eligible for employment, candidates must provide proof of their right to work in the UK.

Sydenham & Dulwich Girls and the GDST (Charity Registration No. 1026057) are committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including online searches, checks with past employers and the Disclosure and Barring Service.

