



HOLYPORT COLLEGE



DEPUTY SENCO
Candidate Information

WELCOME

Welcome to Holyport College. I hope, as you read on and learn more about this very special school, you will become more and more excited about joining the Holyport team and the opportunities that provides.

If appointed, you will be joining an excellent, welcoming team. The post offers an exciting opportunity to champion inclusion, ensure high academic standards for students with additional needs, and contribute to the professional development of staff across the College.

Holyport College was the country's first state boarding free school, opening in 2014. It is a distinctive, fully subscribed secondary school with over 650 pupils, over 200 of whom are boarders. It has a comprehensive intake at Year 7. It actively promotes social mobility and has an outstanding record of supporting the most vulnerable. Many of the pupils progress to our high-performing Sixth Form. The College is a vibrant, ambitious and inclusive community where young people thrive. They follow an aspirational academic curriculum alongside an exceptional co-curricular offering that is equally valued by the College and made possible by the extended school day. You would be joining a remarkable staff team who all care deeply about the College.

Holyport College has a unique strategic and very close working partnership with its nearby sponsor, Eton College. With the help of a strong boarding ethos, it has managed to create a "joyous place to learn" which offers students the best of both state and independent education.

The post holder will report to our excellent Director of Inclusive Education (SENCO), Rachel Harding—Rachel leads our wonderful Curriculum Support team, with whom you would work closely.

If this is a school and a role that excites you and you believe you have the requisite skills, experience and dynamism, we would be delighted to hear from you.

Alastair Ingall
Headteacher



HISTORY AND OVERVIEW

Holyport College (pronounced Hollyport) is a state boarding and day school for boys and girls aged 11–18 located in Berkshire. It was the first state boarding free school in the UK, and it is currently full to capacity, catering for just over 600 pupils, more than 200 of whom board. The doors opened to its first students in September 2014, with the Sixth Form provision beginning in September 2017.

Years 7–11 are non-selective, but the Sixth Form, with over 200 pupils, is academically selective. Holyport College is a state school but, like some other state boarding schools, has a long school day for everybody, finishing at 5.00pm. The extended day affords the opportunity to offer a huge range of co-curricular activities to suit all tastes, with participation in the programme compulsory for all students. Whilst the College has certain elements which are deliberately modelled on a traditional private boarding school, the aim is to emulate the best of both the state and independent sectors. In terms of funding, approx. 50% comes from state, and approx. 50% comes from boarding fees.

Holyport College is exceptionally proud of its close partnership with Eton College which aims to become the gold standard by which other state and independent school collaborations are judged. Through this partnership, the lives and education of every student at Holyport College are significantly enriched on a regular basis. Eton College, founded by Henry VI in 1440, is situated just a few miles away from Holyport, near Windsor. Whilst Holyport College may be a relatively new school, it is fortunate to be able to draw on Eton's heritage and experience. The partnership has allowed Holyport to forge links at a number of levels, including governance, the sharing of facilities, the creation of enrichment opportunities, the establishment of an educational research and innovation centre at Holyport and through positive staff and student interactions. That said, Holyport College is not Eton College. It has a unique and strong personality of its own which is distinctive, exciting and a little bit quirky.

Holyport continues to develop and improve at a remarkable pace and recent initiatives include:

- ♦ the introduction of iPads for every student (September 2024).
- ♦ the opening of three new Eton Fives courts, (October 2024).
- ♦ The development of a new Performing Arts Centre, planning application granted (November 2024).
- ♦ The imminent launch of The Holyport College Foundation, incorporated in November 2023, which is intended to raise funds for grants, items, services and facilities for the College and its pupils.

The College is located on Ascot Road in Holyport, a suburban village in the parish of Bray, about two miles south of Maidenhead town centre in leafy Berkshire. The village has a doctor's surgery, a newsagent, a grocery, a butcher, a small café and a hairdresser, as well as the post office and four pubs.

It is well connected: located 4 minutes from the M4 (junction 8/9) and 7 minutes from Maidenhead railway station (Elizabeth line and GWR).



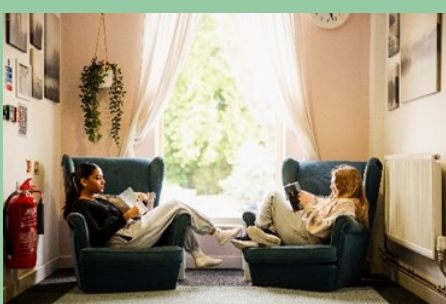
BOARDING

Holyport feels like a fully integrated boarding and day school, not – like many schools – a day school with a few boarders. Day and boarding pupils are treated alike (with all day pupils staying late and doing most of the same activities as boarders). It also helps that all pupils are assigned to a House – boys' boarding Houses are joined by girl day pupils and vice versa. About half of our boarders are in school all weekend, when there are plenty of activities to keep them busy.



There are almost equal numbers of boy and girl boarders. Some are relatively local, others are from further afield, including overseas. They are housed directly above the classrooms, with the biggest dormitories housing up to six younger pupils, whilst Sixth Form boarders share double rooms. Boarders have access to a kitchen on their corridor, and Sixth Form students also have their own living room on their corridor. The College has a dedicated, onsite medical centre staffed by a full-time nurse.

With more than one-third of students living on site, boarding is very much at the heart of the College community and strongly reflects its values and ethos. Holyport's modern boarding model seeks to replicate the family atmosphere of a home, where relationships are familiar in nature and the environment relaxed and stable.



THE ROLE

Holyport College is seeking a dedicated and ambitious Deputy SENCo to support the Director of Inclusive Education (SENCo) in strategically leading, evaluating, enhancing and implementing the College's SEND and additional needs provision. This is an exciting opportunity to champion inclusion, ensure high academic standards for students with additional needs, and contribute to the professional development of staff across the College.

Under the direction of the Director of Inclusive Education (SENCo), the Deputy SENCo will:

- Contribute to the strategic development of the College's SEND policy and whole-school inclusion strategies.
- Support exam access arrangements.
- Champion inclusive provision for students with additional needs and vulnerable students, including those with an EHCP, ensuring they reach their potential.
- Manage the day-to-day operation of the SEN policy and coordinate targeted provision for individual students.
- Hold a specialism in one or more of the four areas of SEND:
 - Social, Emotional, and Mental Health (SEMH)
 - Cognition and Learning
 - Communication and Interaction
 - Sensory/Physical



"Holyport College is a joyous place to learn. Pupils are well cared for in a cheerful and warm environment where difference is welcomed. ... Pupils enjoy positive and friendly relationships with staff who know them well."

OFSTED INSPECTION REPORT 2023

"Since coming into post, the head of boarding has overseen significant changes ... in the four boarding houses. These changes have ensured that the leader of each boarding house, known as housemasters, have greater capacity to focus on the well-being of the boarders"

OFSTED INSPECTION REPORT FOR BOARDING 2022

JOB DESCRIPTION

THE DEPARTMENT

The Curriculum Support Department at Holyport College is committed to identifying and supporting students with specific educational needs. The department enables students to understand their learning profiles and develop strategies to enhance outcomes, including support with:

- Organisation and life skills
- Management of anxiety and social needs
- English as an Additional Language (EAL)

The department consists of 13 highly skilled internal staff with diverse SEND specialisms, supplemented by external practitioners. Facilities include dedicated teaching and intervention rooms in the Winton Building. Students with specific learning needs are supported through small group and 1:1 interventions, drop-in support sessions, in-class support linked to EHCPs. The department collaborates closely with academic and pastoral staff, parents, and external agencies to ensure students thrive academically and personally. Staff are central to student wellbeing, and the department prides itself on a culture of proactivity, flexibility, and positivity.

KEY RESPONSIBILITIES

Leadership

- Support the Director of Inclusive Education (SENCo) in leading and evaluating SEND provision to maintain high academic standards.
- Ensure compliance with the SEND Code of Practice, statutory duties, and risk management requirements.
- Lead in one or more areas of SEND, acting as College lead where appropriate (e.g., SEMH/Mental Health).
- Use data to monitor student progress, evaluate interventions, and identify trends or gaps in achievement.
- Work with staff to ensure all students have access to the curriculum and are empowered to make progress.
- Support EHCP applications and lead Annual Reviews where appropriate.
- Identify learning enhancement needs for current and prospective students, implement Individual Support Plans, and remove barriers to learning.
- Make referrals for additional assessments where traits of additional needs are observed.
- Design strategies to support students with additional needs, coordinating a multi-agency approach where necessary.
- Contribute to staff training, mentoring, and development around SEND and inclusive teaching practices.
- Maintain high-quality documentation regarding the learning support needs of all students.
- Provide guidance and resources to teachers to effectively support students with SEN and disabilities, including the graduated approach to SEND support.
- Assist in developing and implementing strategies aimed at raising the achievement of SEND students.
- Promote creativity and innovation when identifying strategies to support SEND students.
- Support the line management of Curriculum Support Officers, including performance management, professional development, and appraisal.
- Deputise for the SENCo in liaising with and coordinating the contribution of external agencies, including Educational Psychology services, CAMHS, and other support providers.
- Support the role of Designated Teacher for looked-after and previously looked-after children.
- Develop strong partnerships with parents, carers, external agencies, and the wider community.
- Support student transitions between year groups, key stages, and post-16 education.
- Collaborate with colleagues in and beyond the school to cover lessons and provide support where required.
- Supporting the SENCo with admissions and transition arrangements for students with SEND, including consultations for new EHCPs and reviewing existing EHCPs.

JOB DESCRIPTION

- Liaising with feeder schools, families, and external agencies to ensure smooth transitions for incoming students.
- Assisting in the planning and implementation of personalised support for new students joining the school with SEND.

Teaching & Learning

- Participate in preparing students for external examinations.
- Direct and supervise support staff assigned to lessons.
- Adhere to the College's behaviour management policy, maintaining student health and wellbeing.
- Advise staff on differentiation, inclusive teaching, and classroom strategies for students with SEND.

College Culture

- Support the College's values and ethos.
- Contribute to a strong College community characterised by respectful relationships and consistent, orderly behaviour.
- Foster a culture of high expectations and achievement.

Other Duties

- Undertake any other duties appropriate to the grade of the post, as requested by the Line Manager or Headteacher.

PERSON SPECIFICATION

Qualifications

- Good academic qualifications
- Specialist SEND qualifications (desirable).
- Knowledge and experience of current SEND legislation and the SEND Code of Practice.
- Knowledge and experience of specific areas of SEND.
- Right to work in the UK.

Experience

- Experience working with students with additional needs in schools.
- Experience co-ordinating support for students with additional needs in schools.
- Ability to work sensitively with students and families.
- Knowledge of the SEND Code of Practice and procedures such as Annual Reviews.
- Experience providing guidance and training to staff on SEND support (desirable).

Skills & Attributes

- Energetic, enthusiastic, and proactive with a genuine passion for SEND.
- Compassionate, empathetic, and committed to the potential of every student.
- High aspirations for self and others, with a commitment to continually improving standards.
- Collaborative, supportive, and willing to contribute to the culture of the department and College.
- Flexible, highly organised, and able to prioritise multiple tasks effectively.
- Approachable, positive, resilient, pragmatic and able to remain calm under pressure.
- Able to take ownership of tasks and work with minimal supervision.
- Strong attention to detail and high professional standards.
- Innovative and reflective, willing to trial and evaluate new approaches.
- Exercises sound judgement, particularly with regard to confidentiality and safeguarding.
- Excellent interpersonal skills with both students and adults.
- Committed to staff development and mentoring.

Other

Commitment to safeguarding and promoting the welfare of all students.



REMUNERATION AND BENEFITS

Spine Point 25 - actual salary dependent on hours worked. For 37 hours per week, term time only the salary is £30,672 (1.0 FTE £37,091) and you will be enrolled in the Local Government defined benefit Pension Scheme.

The College's full time hours are 8.30am to 5pm Monday to Thursday, 8.30am to 3.45pm on Friday.

Holyport College is committed to staff wellbeing and to ensuring that all colleagues can maintain an appropriate work/life balance. Our staff are listened to and valued.

The College has two additional weeks holiday per year compared to the average state school: our October half term is two weeks long and our Christmas holiday is three weeks. There are opportunities for international travel: no member of staff will be asked to do this if they don't want to however we have regular trips to Iceland, the Alps, Spain, France, Italy and the USA.

The post will be offered subject to the necessary pre-employment checks including medical fitness and enhanced DBS checks.



“The extended day – 8.30am to 5pm for all pupils, boarding and day – is the School’s secret sauce... The long afternoon allows time for a phenomenal co-curricular programme with offerings ranging from mindful colouring to real tennis, Young Enterprise to ballet.”
GOOD SCHOOLS GUIDE

APPLICATION PROCESS

Interested candidates are welcome to contact the College to arrange an informal discussion about the role by emailing careers@holypportcollege.org.uk.

Closing date: 9.00am on Monday 17th November. Early applications are encouraged and we reserve the right to appoint before the deadline. Interviews will be scheduled for later that week..

Applications should be submitted by email to careers@holypportcollege.org.uk and must include:

- ♦ A fully completed support staff application form which can be downloaded from The College website [here](#)
- ♦ Completed References & Monitoring and Equal Opportunities forms, also available on the College website

The process is as follows:

- ♦ When you submit your application, you will receive an email of acknowledgment from The College confirming that we have received it. If you have not received an acknowledgment within two working days of your application, please email us at careers@holypportcollege.org.uk or call [01628 640 157](tel:01628640157)
- ♦ Shortlist interviews will take place at the College shortly after the closing date when candidates will be given a tour of the College.

DISCLOSURE AND BARRING SERVICES

All applicants must be prepared to undergo screening to confirm their suitability to work with children and young people.

SOCIAL MEDIA

The College will undertake appropriate social media checks for all candidates invited to interview.

EQUAL OPPORTUNITIES

Holyport College welcomes applications from all sectors of the community.

In compliance with the Department for Education's safer recruitment guidance, the College will contact referees if you have been shortlisted for an interview.

Holyport College reserves the right to check the accuracy of statements made as part of an application process. Those submitting an application are deemed to have given consent to such checks being made.

All staff take part in the College's performance management process and must abide by the Code of Conduct for Staff and Volunteers at Holyport College.

This role is exempt from the Rehabilitation of Offenders Act 1974 so candidates must disclose information about spent, as well as unspent convictions.

