UTC SOUTH DURHAM

LEARN DESIGN MAKE

Assistant SENCO Application Pack

Founding Members of UTC South Durham

Gestamp

HITACHI Inspire the Next

lifechanging

University of Sunderland

Contents

Message from the Principal 3

Job Advert 4

Our Student Leaver Profile 6

Staff – Principles and Expectations 7

About the Founding Members 7

How to Apply 8

Job description 9

Person specification 11



Message from the Principal

Thank you for your interest in the role of Assistant SENCO. The chance to be a part of a rapidly expanding innovative education establishment is very rare and this is a wonderful opportunity. As a key member of a small team you will support the culture of the organisation.

The education system tends to separate students into those who are academic and those who are vocational. I see no reason why talented young people, both boys and girls, who are interested in STEM subjects, cannot gain academic qualifications, build technical expertise and develop core skills through real experience in businesses. We call this our Student Leaver Profile and the focus of the UTC education is to ensure that students are Career and Life Ready.

We were the first university technical college in the North East and already play a significant role in the provision of education and skills for the engineering and manufacturing industry in the area. Our business sponsors, Gestamp Tallent and Hitachi Rail, are two of the biggest and most influential engineering employers in the North East. The University of Sunderland has a proud record of combining educational excellence with a deep commitment to careers and the well-being of the local area.

The founding partners, ten years into our journey and success, are fully committed to the UTC and are demonstrating that in their level of support.

We have tried to give you a clear picture of our aspirations for the UTC in this pack and additional information can be found on our website www.utcsouthdurham.org.

Joining UTC South Durham will be an excellent opportunity for the right person. If you think you are that person we look forward to receiving an application from you.

Yours sincerely



Tom Dower
Principal
UTC South Durham



Job Advert

Assistant SENCO

Job title:	**Assistant SENCO**
Employer:	The Durham UTC Ltd
Responsible to:	SENCO
Salary:	NJC Pay scale SCP 6 – 12 (£26,847 to £29,542)
	(depending on experience)
	Pro Rata Term Time Only + 3 days
	Pro Rata Actual Pay £23,867 - £26,263
Terms:	Full time, 37 hours per week, Term Time Only +3 days

We are looking to appoint a highly motivated Assistant SENCO. with experience of working with children with special education needs in a school environment. This person will report to the SENCO and will have good knowledge and an understanding across of the range of SEN & D the challenges that this brings for young people and supportive strategies that might be implemented.

You will ideally hold a Level 3 teaching assistant qualification or higher, or be a qualified teacher. You will have experience of working with, and supporting, young people in an educational setting and will have experience of providing support for SEN students and be confident in meeting their needs. You will have an awareness of relevant legislation, policies and practice in relation to SEND.
You will be keen to further your understanding of areas of SEND and invested in attending appropriate CPD, subsequently sharing that learning with the SEND team and potentially a wider audience. You will have an understanding of the National Curriculum and an interest in the STEM subjects and Most importantly, you will have a passion for working with young people with additional needs and be a positive and enthusiastic team player.

The Assistant SENCO role entails supporting the role of the SENCO, working closely with the team of Teaching Assistants in their day to day role and working ~~1 to 1~~ with students who have SEND needs, both in an intervention capacity and ~~them~~ in class.
You will develop positive relationships with teachers, parents and carers and will be expected to provide feedback and advice to facilitate a child's progress and general wellbeing. You will have knowledge of the APDR cycle and take some responsibility within that process, this will include creating student Passports and Learning Plans, making referrals to external agencies and supporting the EHCP application process. You will take a lead on the planning and delivery of a range of interventions and work closely with our Student Support and Inclusion team, to ensure the very best of support for our young people.

It is a role that requires a clear understanding of the UTC's ethos and values which includes our Student Leaver Profile. The Student Leaver Profile encompasses three elements which

include knowledge, experience and core skills and all UTC staff are expected to contribute in developing these with our students.

This role involves effectively working with all stakeholders and embracing the unique qualities of the UTC as a progressive learning environment. It is a role that requires an individual that demonstrates flexibility, adaptability and a range of practical and people skills. All of the above is aligned with the Student Leaver Profile.

Proposed Pattern of work during term time:

Monday 8.00am – 4.35pm
Tuesday 8.00am – 4.35pm
Wednesday 8.00am – 4.40pm
Thursday 8.00am – 3.00pm
Friday 8.00am – 2.30pm

Our Student Leaver Profile





The Student Leaver Profile is the cornerstone of our values, ethos and culture. It was created by our wider community of staff, students, parents, community and business leaders. We have an aspiration that all students leave us with an outstanding academic and technical knowledge and understanding, fantastic professional and career experiences and a well-rounded set of core skills ensuring that they are career and life ready.

Excellence
We strive for excellence in all that we do with every activity focused on providing an outstanding academic and practical technical education for students.

Innovation
We are inspired by and enthusiastic about science, technology, engineering and maths. We encourage our students and staff to experiment, invent and pioneer new technology, products, processes and learning methods.

Collaboration
We encourage partnerships amongst students and with employers, education providers and community groups, enabling students to develop core skills, form close links with businesses and prepare for their future careers.

Accessibility
We welcome to our community people from different backgrounds, gender, abilities and locations. All students, irrespective of their starting point, thrive and progress to meaningful education, employment or training.

Integrity
We expect high standards of our students and staff and we show mutual respect to others reflecting the UTC's ethos as a grown-up place to learn.

Staff – Principles and Expectations

All staff of the UTC are expected to:

- Model only the highest of standards in relation to work ethic, behaviour, dress code and conduct.
- Demonstrate personal and professional integrity, promoting the vision and values of the UTC.
- Enable a climate that engenders personal growth and success for all staff and students.

About the Founding Members

The UTC has been set up and is governed by three leading regional organisations:

University of Sunderland
The University of Sunderland is one of a new generation of civic universities, innovative, accessible and outward looking, with global influence and remarkable local impact. Excellent teaching, internationally recognised research and an extensive business engagement portfolio all contribute to the University's success.

Hitachi Rail
Hitachi Rail is one of the most significant inward investors in County Durham. The company is a total railway system supplier offering rolling stock, traction equipment, signalling, traffic management systems and maintenance depots. Hitachi draws on many years of experience as a leading supplier of metro, commuter and high-speed trains such as the Shinkansen (bullet train) for the Japanese and international markets. The manufacturing and assembly plant in South Durham was developed to support the Department for Transport-led Intercity Express Programme and future Hitachi projects.

Gestamp Tallent
Gestamp Tallent Ltd is part of Gestamp Automocion, an international group dedicated to the design, development and manufacture of metal components and structural systems for the automotive industry. Today, Gestamp Automocion is present in 22 countries, has 95 production centres across the world and employs over 25,000 people. In line with the demands of global customers for a global supply network, Gestamp is a truly international business, but the British operation has remained as robust as ever. As one of the five plants within the UK, the Newton Aycliffe plant is one of the region's largest employers with a workforce of over 1,000 people.

How to Apply

Applicants are required to submit an electronic UTC South Durham application form Part 1 and Part 2 which is downloadable from www.utcsouthdurham.org/vacancies. Applications should be returned to jobs@utcsouthdurham.org by the closing date.

Closing date: Noon on Wednesday 2nd December 2026
Interviews: Week commencing 7th December 2026

To arrange an informal discussion, please email:
jobs@utcsouthdurham.org
Further information and application form is downloadable from:
https://www.utcsouthdurham.org/home/staff-information/current-staff-vacancies

No agencies please.

Job description

UTC South Durham Assistant SENCO

This person will work closely with the SENCO, teachers, the TA team and students. The post holder will assist in managing the provision for students identified as having Special Educational Needs (SEN); including promoting high quality teaching, effective use of resources, and high standards of learning and achievement for all students under the direction of the SENCO.

Assistant SENCO

- To assist the SENCO in leading the provision for SEND within UTC South Durham
- To support students in and out of the classroom environment in a TA capacity
- To work closely with the TA team on a day to day basis, providing support and guidance to emerging concerns
- To manage appropriate resources for SEND and ensure that they are used efficiently, effectively and safely
- To support the SENCO in managing the implementation of an inclusive curriculum within the context of UTC South Durham's aims and policies
- Work with the curriculum team to assist them in producing resources ensuring that students identified as having SEND have the required levels of support
- To work with the teaching team to challenge, provide information and development necessary to sustain motivation and secure improvement in learning for students
- To provide guidance to staff on the choice of appropriate teaching and learning methods to meet the needs of different students
- Ensuring that staff are kept informed of student's SEND and advise on areas to develop and support
- To work with the SENCO to develop and implement intervention groups and individual support
- To support learning of students as allocated by the SENCO
- To support the management of and maintain provision maps, including the allocation of support time and the writing of Student Passports
- To support with the writing of Student Learning Support Passports and Plans.
- To support in the referral of EHC Plans, and subsequent assessment
- To liaise with relevant outside agencies to ensure that individual student SEND are met effectively and that the requirement of EHCP's are fully met
- To liaise with and inform parents/carers about the specifics of the SEND provision for their child under the direction of the SENCO
- Ensuring that accurate and detailed records are kept of meetings and discussions with parents and outside agencies
- Working with the SENCO and other staff to ensure that Student Passports are used to set individual specific targets and match work well to student's needs
- Using data effectively to identify students who are seriously underachieving and where necessary create and implement effective plans of action to support those students
- To monitor the progress of students with SEND and advise the SENCO
- To support the process of access arrangements in liaison with the Exams Officer
- To deputise for the SENCO in matters relating to SEND
- Support with the coordination and delivery of transition events for students with SEND and support the 1-2-1 admission meeting process

- Have effective communication with the wider TA team ensuring they are informed and supported with the wider SEND strategy

Additional duties

- Promote the UTC's values and Student Leaver Profile with staff, students, parents and external agencies, modelling the core skills of the profile
- Treat students as young adults, show them respect and earn theirs

- Act with integrity and ensure a high standard of care and safeguarding for all our students. Treat students as young adults, show them respect and earn theirs
- Be efficient with resources and mindful of waste to ensure value for money
- Comply with health and safety rules and legislation, ensuring the safety of students and staff at all times, specifically taking on responsibility for the health and safety in all technical areas
- Act in compliance with data protection legislation in respecting the privacy of personal information
- Comply with the principles of the Freedom of Information Act 2000 in relation to the management of UTC records and information

Undertake additional duties as may be reasonably directed by the Principal or line manager where they meet the priorities of the UTC

Person specification

Level 3 Teaching Assistant / Assistant SENCO

Training and qualifications	Essential	Desirable	Evidence
Appropriate level 3 qualification		√	Sight
GCSE / Level 2 Maths and English qualifications	√		Sight
Undertaken relevant CPD		√	Application

Experience	Essential	Desirable	Evidence
Experience of working in a school or educational environment		√	Application/reference
Experience of working with young people with SEND, preferably in a secondary school / college environment		√	Application/interview
Experience of working with young people with Autism and / or SEMH difficulties, particularly overcoming anxiety		√	Application/reference/ interview
Ability to demonstrate knowledge of strategies that can be included to promote inclusion	√		Application/reference/ interview
Experience of assessing pupil progress, and assessing the impact of intervention programmes		√	Application/reference/ interview

Core Skills	Essential	Desirable	Evidence
Communication			
Ability to establish and develop professional and effective relationships with adults and young people	√		Application/ Interview
Outstanding communication skills both written and oral that are delivered professionally and appropriately	√		Application/ Interview
Excellent interpersonal skills and builds positive relationships with staff, students, business and all stakeholders	√		Application/ Interview
To listen carefully to others and actively respond in a professional manner	√		Application/ Interview

Organise			
To be punctual and be able to organise, prioritise and meet deadlines	√		Application/ Interview
To help to set and prioritise personal, educational and professional learning goals and plan how achieve them	√		Application/ Interview
To actively take responsibility for our own learning in relevant areas of SEND; use initiative; ask questions; seek help when needed	√		Application/ Interview
Work efficiently and accurately	√		Application/ Interview
Excellent ICT and organisational skills	√		Application/ Interview
Persevere			
To be willing to move outside of comfort zone in order to develop, deepen and promote successful outcome .	√		Application/ Interview
To always apply full effort and drive towards success, even if not always successful first time	√		Application/ Interview
To approach situations creatively, take pride in our work and produce to a high standard	√		Application/ Interview
Able to respond calmly to challenging situations and demonstrate stamina and resilience	√		Application/ Interview
Willingness to take on responsibilities beyond previous experience with suitable support	√		Application/ Interview
Reflect			
To welcome feedback & apply it positively to improve our work and ourselves	√		Application/ Interview
To provide opportunities for the young person to reflect on their successes and otherwise, developing strategies for improvement where needed	√		Application/ Interview
To evaluate personally and seek others opinions to improve	√		Application/ Interview
To take critique and learn from it to set future goals	√		Application/ Interview

Collaborate			
Able to work as part of a wider team with a flexible approach to the role	√		Application/ Interview
To help others to achieve by encouraging them and supporting them academically, emotionally and professionally	√		Application/ Interview
To adapt to different ways of working, to work hard and strive to achieve team goals	√		Application/ Interview
To share responsibility for outcomes and contribute to planning and goal setting	√		Application/ Interview
Respect			
Absolute commitment to the UTC ethos and attitude towards students as young adults	√		Application/ Interview
Committed to equality and diversity	√		Application/ Interview
Honesty, integrity and professionalism	√		Application/ Interview
To act with integrity at all times and be mindful of how actions can affect others.	√		Application/ Interview
To be compliant with the rules and routines of the college, community and workplace.	√		Application/ Interview
To take care of resources, materials and environment and use them safely and responsibly	√		Application/ Interview

Special requirements	Essential	Desirable	Evidence
No adverse criminal record	√		DBS check
Full driving licence with access to a car to use for work purposes		√	Sight
Two satisfactory references from current and previous employers	√		References

UTC South Durham is committed to safeguarding and promoting the welfare of children and young people. We expect all employees and volunteers to share this commitment.