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# SEND Officer

Leeds, United Kingdom  
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**Cottingley**  
Primary Academy  
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## SEND Officer



**Dulverton Grove**  
**Leeds, LS11 0HU**  
**United Kingdom**

**Salary: NJC - 19-22 (actual salary (£24,848 - £26,172)+ AET Wellbeing Cash Plan + Car Scheme + Pension Scheme (LGPS) + Additional AET Benefits**

**Hours: 37 (38 weeks per year)**

**Start Date: June 2024 (Negotiable)**

**End date: 31.03. 25 (Fixed Term)**

Cottingley Primary Academy is in South Leeds. We are a diverse and dynamic school that celebrates and actively creates an inclusive learning environment. Our children are the heart of the school; we are so proud of their passion for learning, their support for one another and their desire to be great people.

We are lucky to have fantastic facilities at Cottingley, both indoor and out, that support us in ensuring we deliver the best possible education for our pupils and provide them with quality learning opportunities to make an impact on their lives.

We are now in a fortunate position to grow our staffing body and provide further, more tailored support to our children within the school. We are excited to welcome new, like-minded people to our team, who will embrace our positive and creative approach in order to really make a difference.

### **The role:**



We are seeking a well organised and dedicated SEND Leader who will be the assistant to the SENDCo. This is a fantastic opportunity for those looking to progress further into the SEND route within Education, and we would welcome applications for current SEND

Leaders and aspiring SEND leaders with the relevant experience. The SEND Leader role includes:

- support the development of special educational needs (SEN) provision in the school
- be a 'champion' for the voice of pupils with SEND/additional needs or disabilities
- be responsible for day-to-day operation of the SEND policy and work with the SENDCo to co-ordinate and deliver the specific provision to support individual pupils with SEND
- support the SENCo/Inclusion Manager with applications for EHCPs and FFI
- support the SENCo/Inclusion Manager with statutory reviews
- to ensure the best possible outcomes for pupils with SEND
- provide guidance to colleagues, working closely with staff, parents and other agencies

### **Skills and experience we would like to see:**

- GCSE C or above in Maths and English (or equivalent GCSE grade 4 or Level 2 functional skills)
- NVQ Level 3 Qualified / or appropriate level of experience
- Adaptable and flexible approach
- In depth experience of SEND within a school environment

**Come and visit us:** If you would like to know more about this role or would like to arrange a visit please contact:

[kwatts@cottingleyprimaryacademy.org](mailto:kwatts@cottingleyprimaryacademy.org)

**About Academies Enterprise Trust**

AET was established in 2008 and is now a national network of 57 primary, secondary, and special schools. We are proud of our diverse and inclusive network which spans nearly every region in England. We want our people to be empowered to do their best work, supported by the best leadership they've ever had, so that we provide an excellent education to every child, in every classroom.

With excellent leadership and teaching in every school, we will help children go on to lead successful and happy lives. We acknowledge and appreciate the exceptional efforts of all our people.

## **AET Staff Benefits**

Career development and training: AET offers a wide range of statutory and developmental training to help you succeed in your career.

- Great pension | Healthcare cashback and helpline | Employee assistance programme
- Free financial advice | Salary advances | Affordable loan scheme | Electric car and bike schemes
- Lifestyle savings | Discounted gym membership | Travel and leisure scheme

**The role is due to commence June 2024 - This is a fixed term position until March 2025**

**Closing date: 28th April**

**Interviews are scheduled to take place as soon as possible after the closing date.**

We reserve the right to close this vacancy early should we receive an overwhelming response. All candidates are advised to refer to the job description and person specification before making an application.

**In line with our safeguarding practices we are unable to accept CV's.**

Academies Enterprise Trust and all of our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We adopt a robust, fair and consistent recruitment process which is inline with Keeping Children Safe in Education guidance. This includes online checks for shortlisted candidates. All offers of employment are subject to an Enhanced DBS check, references, and where applicable, a prohibition from teaching check.

Academies Enterprise Trust embraces diversity and promotes equality of opportunity. Job share, part time and flexible working opportunities will be considered.

We are a Disability Confident Employer and there is a guaranteed interview scheme for candidates with disabilities who meet the minimum selection criteria.

Follow us on [Facebook](#), [X](#), [Instagram](#) and [Linkedin](#). Further details can be found on our careers page.

AET is recruiting for Teacher Training placements. Please visit our <sup>^</sup>website <https://sites.google.com/aetschools.org/itt/> for further details.

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