



**BELMONT
GROSVENOR
SCHOOL**



Appointment of:
Special Educational Needs Coordinator (SENCO)
Full-time to start ASAP

www.belmontgrosvenor.co.uk

Welcome from the Headteacher

I am delighted that you are considering applying for the Special Educational Needs Coordinator (SENCO) position at Belmont Grosvenor School. We are an independent school for children from three months to 11 years located in the beautiful Yorkshire Dales on the outskirts of Harrogate. Set in 20 acres of stunning grounds overlooking the Nidd Valley, Belmont Grosvenor is a magical place where children make outstanding progress in all that they try, giving them the foundations to thrive in an ever-changing world. The happiness and wellbeing of our children is at the heart of all we do. By utilising our unrivalled setting, we aim to provide a breadth of learning experiences both inside and outside the classroom.

We recognise that much time and thought goes into preparing an application and we, in turn, will give your application serious consideration, should you decide to apply. We look forward to hearing from you!

Sian de Gracia
Headteacher



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The School

Belmont Grosvenor School is an independent prep school and nursery for children from three months to 11 years, located in the beautiful Yorkshire Dales on the outskirts of Harrogate (10 minute drive). Set in 20 acres of stunning grounds overlooking the Nidd Valley, Belmont Grosvenor is a truly magical place.

Vision: *To nurture and challenge children to make outstanding progress in all that they try, 'building strong foundations to thrive in our ever-changing world'*

Values:

Down To Earth: *We are warm and friendly and make everyone feel welcome*

Ambitious: *We have big dreams and we are determined to achieve them*

Nurturing: *We are supportive and caring to the world around us*

Resilient: *We embrace changes, seize opportunities and enjoy taking risks*

Inclusive: *We celebrate individuality and respect everyone for who they are*

Joyful: *We cherish childhood and make every day fun. We inspire a lasting love of learning*



History

History really comes alive for the children at Belmont Grosvenor School. Our magnificent Gothic building and extensive grounds are themselves a huge educational resource. They inspire each and every one of our children and give them the opportunity to experience and understand what life would have been like living in the Hall, as well as the family's position, and the building's prominence, in the locality. Swarcliffe Hall, standing proudly on 20 acres of beautiful countryside overlooking the Nidd Valley and as far afield as the York and the Yorkshire Wolds, was built in 1850 by the Greenwood family. The current Hall is the second house on the site – with the original building, owned by the Blessard family, constructed in 1800. With fine literary connections, Charlotte Bronte worked for a brief spell at the Hall as a Governess in 1839, gaining inspiration for her later novel Jane Eyre.

During the last few years, the charitable trust, which owns Belmont Grosvenor has refurbished and modernised all the facilities whilst still retaining the character, charm, and beauty of Swarcliffe Hall.



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Key Responsibilities:

Leadership & Strategy: Develop and implement the school's SEN policy, ensuring it aligns with the Equality Act and the SEND Code of Practice.

Coordination: Oversee the day-to-day management of SEND provision, including class support, interventions, and effective record-keeping (SEN register, provision maps).

Staff Development: Advise, train, and support teaching staff and assistants to understand SEND needs and deliver high-quality, inclusive teaching.

Parent & Professional Liaison: Build strong relationships with parents, keeping them informed, and liaise with external agencies (educational psychologists, therapists, local authority).

Resource Management: Advise on the deployment of the SEN budget and resources to meet pupil needs effectively.

Identification & Assessment: Support the identification of pupils with SEND and manage the process for additional support.

Inclusion: Champion an inclusive ethos and ensure in-class support, interventions and exam arrangements cater to individual needs.



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Job Description – SENCo



Main Duties and Responsibilities

RESPONSIBLE FOR: Overseeing the provision made for the special educational needs of the pupils within the school from Nursery to Year 6

REPORTING TO: Headteacher

Inclusion Strategy:

- Develop an inclusion strategy to promote the best outcomes for pupils with SEND
- Inspire all teaching staff to offer the best experiences for all pupils with SEND
- Work with all teachers to ensure responsibilities for all pupils with SEND are positively met
- Set targets for raising achievement among pupils with SEND
- Collect and interpret specialist assessment data
- Set up systems for identifying, assessing and reviewing SEND
- Update the Headteacher and governing body on the effectiveness of provision for pupils with SEND
- Keep up to date with current best practice in relation to all areas of SEND
- Proactively initiate and attend regular parental meetings and keep parents informed about their child's progress
- Identify and adopt effective teaching approaches for pupils with SEND
- Monitor teaching and learning activities to meet needs of pupils with SEND
- Liaise with other schools to ensure continuity of support and learning when transferring children with SEND
- Monitor and prepare paperwork for EHCP annual reviews
- Liaise with external agencies and specialists where necessary
- Support pupils and families transitioning into the UK education systems from overseas

Leadership:

- Encourage all members of staff to recognise and fulfil their statutory responsibilities to children with SEND
- Work closely with Teaching Assistants and 1:1 Learning Support Assistants to ensure they feel fully supported when working with pupils on the SEND register
- Identify resources needed to meet the needs of children with SEND and advise the Headteacher of priorities for expenditure
- Work with the Headteacher and School Business Manager to update the school accessibility plan annually

Teaching and Learning –general

- Attend all statutory training that is required to work within a school
- Take part in the school's Performance Management process
- Embody the school's aims and ethos
- Be aware of, and compliant with, policies and procedures relating to child protection, health and safety, confidentiality and data protection
- All staff are required to read and confirm their understanding of the latest edition of Keeping Children Safe in Education (KCSIE)
- Staff are expected to be courteous to colleagues, parents and outside agencies and to provide a welcoming environment to visitors
- To have a good understanding of spoken and written English
- There will be a teaching commitment alongside this role - to be discussed at interview

Job Description – SENCo



Main Duties and Responsibilities

Standards:

- Follow all policies, procedures and the Staff Handbook
- Set a good example in terms of dress, punctuality and attendance.
- Undertake Before and After School Care duties or clubs from 8am until 4.30pm or 6pm
- Respect confidentiality within BGS and the BGS community

General:

- Be involved in Extra Curricular Activities
- Work together with colleagues to build a happy and positive working environment
- Attend and contribute to staff meetings/briefings and other meetings with colleagues and/or Governors, as required
- Cover for absent colleagues, as required, and to be flexible in your deployment within the school
- Build and maintain positive and cooperative relationships with parents, and to communicate with the pupil's learning and progress, drawing attention to special skills and talents, as well as challenges or difficulties
- Ensure that relevant staff are informed of any concerns about individual pupils

This is not a comprehensive definition of the post. Postholders are expected to undertake any work that comes within the remit of the post's main objective. This job description will be kept under review and may be changed at any time, subject to consultation with the postholder.

Person Specification and Requirements

	Essential	Desirable
Qualifications	Qualified Teacher Status (QTS)	Specialist SEND or NASENCO qualification or a willingness to work towards this Additional qualifications in special educational needs or related areas
Experience	Proven experience working with children with special educational needs in a school setting Experience coordinating and managing SEND provision, including assessment and intervention strategies Familiarity with current SEN legislation and guidance (e.g., SEND Code of Practice) Experience of liaising with parents, staff, external agencies, and specialists A good understanding of safeguarding, health and safety, equal opportunities, inclusion and SEND, including access arrangements and the EHCP process	Experience working in an independent/prep school setting
Knowledge and Skills	Strong understanding of a range of SEND and disabilities (e.g., dyslexia, autism spectrum conditions, speech and language difficulties, social, emotional and mental health needs) Knowledge of effective teaching strategies and resources to support pupils with SEND Excellent communication and interpersonal skills Ability to manage a team and lead whole-school SEND provision Good organisational and administrative skills Competent with record-keeping and SEND software/tools Understanding of safeguarding and child protection procedures.	Experience of an Ofsted/ISI Inspection – good knowledge of Ofsted and/or ISI statutory guidance

Person Specification and Requirements

Personal qualities	<p>Empathy and patience to work effectively with children with additional needs</p> <p>Passionate about inclusion and ensuring all pupils achieve their potential</p> <p>Proactive, approachable, and collaborative</p> <p>Ability to remain calm under pressure</p> <p>Ability to inspire and motivate staff, pupils, and parents</p> <p>Commitment to continuous professional development</p> <p>Discretion and professionalism when dealing with sensitive information</p>	
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Package and Benefits

Start date: ASAP

Location: Belmont Grosvenor School,
Birstwith, North Yorkshire, HG3 2JG

Status: Full-time

Salary: A competitive salary from our
BGS pay scale, commensurate with
qualifications and previous
experience.

Pension: To be discussed at
interview

Additional Benefits Include:

- An excellent working environment in the beautiful, extensive grounds
- Class sizes less than 20, with ample time given for planning and lesson preparation
- Optional extra paid work opportunities during holidays for our holiday club
- Professional development and training opportunities
- Significant concession on childcare and school fees, including holiday club provision
- Free school meals from the school kitchen (hot lunches/salad bar)
- Private parking
- A friendly and supportive staff team with frequent social events
- Being a well-respected member of the whole school community



Information for Applicants

Safeguarding:

Belmont Grosvenor School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Prospective staff should read the School's Safeguarding Policy, Staff Code of Conduct, Recruitment Policy and Keeping Children Safe in Education guidance, which are available on our website or in hard copy from the School Office. All shortlisted candidates will be required to complete a 'Suitability to Work with Children: Self Declaration form'. This form must be completed, signed and returned to the School Business Manager prior to the interview taking place. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the DBS.

Equal Opportunities:

Belmont Grosvenor School is an equal opportunities employer and welcomes applications from appropriately qualified persons regardless of gender, marital status, sexual orientation, race, ethnic origin, colour, nationality, religion, disability or age. Candidates will be assessed against relevant criteria only (ie. skills, qualifications, experience) in selection and recruitment.

How to Apply:

To arrange a visit before applying, please email:
admin@belmontgrosvenor.co.uk

Candidates are asked to complete an Application Form (available for download from our website) and submit this as soon as possible, **by 6:00pm on Friday 9th January 2026** at the latest, with interviews taking place **week commencing 12th January 2026**. CVs will not be accepted in substitution for completed Application Forms. Please also submit completed Equal Opportunities and Staff Disqualifications Declaration Forms (on our website).

Applications will be considered in the order in which they are received, and the School reserves the right to make an appointment prior to the closing date should the ideal candidate(s) be identified.

Applications should be sent by email to Caroline Garnham, PA to the Headteacher. Email: admin@belmontgrosvenor.co.uk



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Belmont Grosvenor School is committed to ensuring that the personal data of applicants and employees is protected. The School's Privacy Notice is available on our website and our Recruitment Policy sets out how the School uses and protects any personally identifiable information that is collected as part of the recruitment process.