



Special Educational Needs Co-ordinator
(Non-teaching)
Required from October 2025/January 2026
Full-time preferred or possible Part-time (approx 0.8FTE)

Information for Applicants

recruitment@mhsg.manchester.sch.uk

Grangethorpe Road, Manchester, M14 6HS

0161 224 0447

Manchester High School for Girls

A Manchester High School Girl is known by her confidence and compassion. She is bright and passionate with a love of learning and is ambitious for herself and others. She is a kind, caring, well-rounded individual who wants to make a difference.

Our girls are remarkable.



Mrs Helen F Jeys – Head Mistress

At MHSG, we have been helping pupils achieve their potential since 1874 and have educated many women, who have made significant changes to our world. We are proud of our reputation for academic excellence, but recognise that our extra-curricular opportunities and caring ethos are equally important in supporting our pupils as they become outward-looking and forward-thinking young women.

Wellbeing is a priority and we help pupils develop an awareness of their own value as well as their responsibility towards others. We encourage our pupils to develop character; to build resilience, self-confidence and self-esteem so that they can flourish as individuals. We encourage them to aim high and be 'risk-takers', embracing the importance of failure and viewing challenges as stepping-stones to future progress.

We believe these qualities are fundamental for happiness and success both at school and in the world beyond Manchester High.

Our pioneering alumnae epitomise our approach. From the Pankhurst sisters who fiercely campaigned for women's voting rights, through to today's leaders, such as Deputy Political Editor of ITV News, Anushka Asthana, Catherine Mayer, Co-founder of the Women's Equality Party and Dr Kotska Wallace, Principal Engineer at the European Space Agency, our pupils go on to make a real difference.

Manchester High School for Girls does indeed have a long and distinguished history but we strongly believe an even more exciting future lies ahead.

Manchester High School for Girls is one of the leading independent girls' day schools in the country. It is a selective, academic school and is amongst the top schools nationally.

For 151 years, Manchester High School for Girls has taken pride in giving girls an academic education of the highest quality. Founded in 1874, the School has made a pioneering contribution to the development of women's education. All three of Mrs Pankhurst's daughters were educated here. The School takes its inspiration from its traditions and continues to produce students who distinguish themselves in many professions, becoming role models of successful and influential women. The character of the School has also been shaped by its accessibility to girls from a wide variety of social, cultural and religious backgrounds so that a community has developed which both values individuality and promotes tolerance.

The School is a non-denominational, independent day school, which has charitable status. It is also a member of the Girls' Schools Association, the Heads' Conference and of the Association of Governing Bodies of Independent Schools. Since 1893, the School has provided means tested financial support for a significant number of pupils. A range of school bursaries is currently offered in order to make places available to those from low income families, and currently approximately 10% of girls in the Senior School are in receipt of some form of financial assistance. The pupils are drawn

from a broad geographical area including Greater Manchester, Cheshire, Derbyshire and Lancashire. Special buses transport most of the pupils to school and there is a supervised 'girls only' bus serving both the preparatory and the senior girls who live in the Hale, Altrincham and Bowdon areas. Admission to the Senior School is by examination and interview. Entry to the Preparatory School is from the age of 4 and sometimes occasional vacancies are available for entry at other ages. Admission is selective by means of an assessment for infants and an entrance examination in Mathematics and English for the juniors.

The Senior School caters for pupils from eleven to eighteen and the Preparatory School provides for pupils from four to eleven. Most pupils in the Preparatory School progress into the Senior School. The majority of our eleven-year-old entrants, however, are drawn from many other schools, both independent and maintained primary. Some are admitted at sixteen to pursue Sixth Form courses. Currently there are 192 girls in the Preparatory School 548 in the Senior School and 176 in the Sixth Form.



The Curriculum and Timetable

Upon entry, girls are placed in one of four parallel form groups in which they are taught for most subjects, although setting is implemented in some subjects. All follow an extensive, strongly academic programme of study, culminating in outstanding examination results at GCSE and A-Level. In 2025, 57% of A-level grades awarded to MHSG students were A*/A, and the median grade awarded was an A.

77% of all GCSE grades awarded to our students in 2025 were grade 7 or above - and the majority of our Year 11 pupils chose to stay on to join the MHSG Sixth Form. The median grade awarded at GCSE level was an 8. We are very proud of the pupils' excellent academic performance in this and previous years.

The School offers a wide choice of subjects at A-level and GCSE, with over 20 subjects offered at each level. Students take the equivalent of 9 or 10 GCSEs and, currently in the Senior Sixth 3 or 4 A-level subjects. Almost all leave to pursue a degree at a university of their choice and, each year, a significant number gain admission to Oxford or Cambridge.

Pastoral Support, Care and Guidance

Highly effective systems of student support have been established where the roles of the Form Tutor and Heads of Year are pivotal. Heads of Section oversee Lower and Middle School years for an added layer of support and there is excellent communication and transition between all pastoral staff. The work of the pastoral team is greatly enhanced by the School Nurses and the School Counsellor. Other key staff who contribute to the provision of pastoral support, care and guidance include the Director of Sixth Form, Special Educational Needs Co-ordinator, Well Being Co-ordinator and Head of Careers. Administrative support for the work of the Deputy Head (Pastoral Care) and the Heads of Year is provided by the Pastoral Secretaries.

Current staffing

The staff of the Senior School consists of the Head Mistress, two Deputy Heads, Director of Finance and Operations, five Assistant Heads and 78 teachers (40 full-time and 38 part-time). The Preparatory School is led by the Head of the Preparatory School who is responsible to the Head Mistress, supported by a Deputy Head, with 14 teachers and 9 teaching assistants. The Deputy Heads, the Director of Finance and Operations, the Director of Admissions, Development and Marketing, Director of Sixth Form and the Head of the Preparatory School form a Senior Leadership Team working closely with the Head Mistress. In addition, there are 13 technicians, a full-time professional librarian with an assistant, 6 visiting speech and drama teachers and a large team of visiting instrumental music teachers. There are 2 part time school nurses. The Head's Personal Assistant is also the Office Manager and there are 16 other ancillary staff supporting the offices of the Head and the Director of Finance and Operations, as well as providing administrative assistance for the staff. In addition, there is an Estates Manager and 7 maintenance staff.

Extra-curricular activities

There is a wide variety of extra-curricular activities, which are well supported by pupils and teachers. Many take place at lunchtime but, in addition, there are numerous theatre visits and field trips which offer the opportunity for students to develop and follow their interests and talents in music, drama, sport and academic areas. Every year there are drama productions and music festivals; the School's performance activities have an excellent reputation. There is a full schedule of sporting fixtures including netball, cross-country, hockey, athletics, tennis, rounders, swimming and water polo. All pupils in Year 7 attend a residential induction course and there are regular opportunities to participate in sport tours and other trips abroad.

Accommodation

An ambitious refurbishment and development schedule has seen the classrooms, laboratories and specialist subject accommodation transformed. Modernisation of the dining room and kitchens, library, main hall, lavatories, three ICT suites, two language laboratories and greatly improved work facilities for staff have completed the upgrades. The construction of an impressive Sports Complex, with fitness suite and climbing wall to augment the existing swimming pool, Astro turf pitch and dance studio was completed in September 2006. A free membership scheme for staff to the Fitness Suite is available. A first floor extension and refurbishment of the Preparatory School providing four additional classrooms was completed in August 2012. A state of the art Sixth Form Centre was completed in summer 2014. Over the past two years the Main Reception has been remodelled and an impressive new Learning Enhancement and Well Being hub has been created.

Admissions, Development and Marketing Department

The School's Admissions, Development and Marketing Department consists of the Director of Admissions, Development and Marketing, the Marketing and Communications Manager, Alumnae and Development Manager, the Registrar and Admissions Assistant. Marketing is responsible for overseeing anything related to the Manchester High School for Girls 'brand' and promoting what is on offer here to prospective parents and students through advertising and PR, including maintaining the School's various social media platforms and website.

The Development aspect of the department's work involves maintaining links with over 4,000 members of the School's alumnae community and raising funds for the School's Bursary Fund. Development is heavily involved in organising a number of flagship events in the Manchester High calendar, including the annual Founders' Lecture. The links the department has are vital in enabling the School to build close working relationships with the Manchester business community. Development also supports the Careers Department by managing Project Pankhurst (our alumnae mentoring scheme for Sixth Formers) and the 'Insight Into...' careers evenings.

Inspection and Future Plans

The Independent Schools Inspectorate (ISI) conducted an inspection of Manchester High School for Girls in April 2024. The School was found to be fully compliant with all of the regulatory requirements and the inspection report highlighted the following as a significant strength of the school: "Leaders have high aspirations and have firmly established core values that underpin the school. This results in a caring, inclusive and diverse community. Staff are ambitious for the pupils and thread the values of learning, innovation, compassion, wellbeing and individuality through every aspect of school life. This results in empowered and dynamic pupils who flourish." The full inspection report can be accessed via our website.

Our current strategic objectives run from 2024-2027 The School is continuing to work to maintain a culture in which learning is pre-eminent and in which change is welcomed in the pursuit of improvement.

Our teachers challenge us in our learning both in and out of the classroom and this has helped me to believe in myself more and find the positive in every challenge.

Louise, Year 11

Agreed Statement of Educational Purpose and Aims

Our purpose

Manchester High School for Girls was founded in 1874 "To impart to the girls the very best education which can be given and to fit them for any future which may be before them".

Today, the School upholds these founding principles by encouraging each individual pupil to achieve educational excellence across a broad range of learning opportunities, both inside and outside the classroom. For each pupil, this all-round education fosters an awareness of their own value and a sense of responsibility towards others, both within our community and across the wider world.

Our aims

Manchester High School for Girls aims to educate and empower our pupils by:

- Supporting our pupils to develop an understanding of the value of education as an end in itself; instilling a lifelong love of learning, whilst striving for academic excellence alongside cultural awareness and understanding
- Inspiring pupils to achieve high academic standards within a culture of innovation, where they fulfil their individual potential
- Providing a broad and diverse range of subjects and extra-curricular activities that offer each individual pupil the opportunity to develop their talents and flourish
- Educating the whole child and prioritising their wellbeing so that pupils leave School with a sense of self-awareness, self-worth, self-discipline and an ability to contribute with confidence in an increasingly competitive and technological world
- Drawing on the School's social, cultural and religious mix of pupils to enable all to live and grow in an atmosphere of mutual respect and compassion
- Encouraging qualities of caring, kindness, honesty and loyalty, fostering high moral standards

Our mission

Our mission is to be a pioneering, academically selective school that embraces academic excellence and extra-curricular enrichment where the individual flourishes. The School empowers and inspires highly talented, intellectually curious students to become self-confident, independent, resilient and remarkable global citizens.





SEND Provision at Manchester High School for Girls

The successful applicant will lead a highly effective and forward-looking team. The lively and supportive team is made up of both full-time and part-time specialists (see more information below). This team work collaboratively with other Pastoral staff, including the Heads of Year, Heads of Section, the School Nurses and the Deputy Head (Pastoral), as well as liaising with the Deputy Head (Academic) and the Examination Officer for Access Arrangements.

The Learning Support Team are based in a recently remodelled area of the School which includes office space, two smaller rooms, a Computer Suite and a vibrant Well Being Hub. This area is a warm and welcoming space for students with SEND to use at break or lunchtime. This area officially opened in January 2024 and provides a quiet space for students to decompress and to support students with their learning. The Computer Suite offers space for small group intervention as well as parent meetings.

The wellbeing of each individual student is at the heart of our ethos and as such students with additional needs have a One Page Profile that is reviewed termly.

[The Learning Support Team at MHSG](#)

Currently, we have two part-time Learning Support Teachers in the Preparatory School and, in the Senior School, the Learning Support Coordinator (a full-time teacher of Chemistry) who has four periods of remission per week allocated to Learning Support.

The post, job description and person specification

The Post of:	Special Educational Needs Co-ordinator (full-time or part-time approx 0.8FTE)
Responsible to:	Deputy Head (Pastoral) and Deputy Head (Teaching & Learning)
Salary:	Please see below
Required From:	October 2025 or January 2026

Salary Grade

Manchester High School for Girls has its own salary scale and the salary for the role will be dependent on qualifications, knowledge and experience.

The post holder will be directly responsible to the Deputy Head Mistress (Pastoral). The post holder will also be responsible to the Deputy Head (Teaching & Learning), for all aspects of the role which relate to access arrangements and examinations.

Main Purpose

The SENCO, under the direction of the Head Mistress, will:

- Determine the strategic development of special educational needs and disabilities (SEND) policy and provision in the School (including the Preparatory School and Senior School)
- Be responsible for the day-to-day operation of the SEND policy and co-ordination of specific provision to support individual pupils with SEND
- Provide professional guidance to colleagues, working closely with staff, parents and other agencies
- Ensure that the School is compliant with those JCQ regulations which pertain to SEND pupils
- Review and update relevant policies
- Work with the Director of Finance & Operations on producing, implementing and evaluating the success of the School's Disability Access Plan
- Co-ordinate the work of the Learning Support Team

Duties and Responsibilities

Strategic development of SEND Policy and Provision

- Have a strategic overview of provision for pupils with SEND across the School; monitoring and reviewing the quality of provision
- Contribute to school self-evaluation, particularly with respect to SEND provision
- Make sure the SEND policy is put into practice and its objectives are reflected in the School
- Maintain up-to-date knowledge of national and local initiatives that may affect the school's policy and practice
- Lead on EHCP applications and reviews

Operation of the SEND policy and co-ordination of provision

- Lead the operation of SEND across the School, delegating and working with individual members of the Department to ensure the effective provision for pupils with SEND
- Maintain an accurate SEND register and provision maps, where appropriate
- Provide guidance to colleagues on teaching pupils with SEND, and advise on the graduated approach to SEND support
- Advise on the use of the school's budget and other resources to meet pupils' needs effectively, including staff deployment
- Be aware of the provision in the local offer
- Work with all necessary external agencies and be a key point of contact for external agencies, especially the local authorities (LAs)
- Analyse assessment data for pupils with SEND
- Implement and lead intervention groups for pupils with SEND, and evaluate their effectiveness

Oversee the use of the Wellbeing Hub, liaising with the Deputy Head (Pastoral) on its use
Liaise with the relevant staff on the provision in the Preparatory School

Support for pupils with SEND

- Support in the identification of a pupils' SEND, responding to first concerns from staff in a timely manner and carrying out tests for pupils that may require access arrangements
- Co-ordinate provision that meets pupils' needs, and monitor its effectiveness
- Meet with pupils individually to monitor progress and review support
- Organise/oversee small group interventions
- Produce individual Educational Plans (One Page Profiles) for pupils on the SEND register
- Make referrals to relevant services for the pupils and/or signpost relevant services to parents
- Ensure records are maintained and kept up to date
- Review EHCP with parents or carers, teachers (where appropriate) and pupils
- Communicate regularly with parents or carers about SEND provision
- Ensure that, if pupils transfer to another school, all relevant information is conveyed to new setting to support a smooth transition for pupils
- Promote the pupils' inclusion in the school community and access to the curriculum, facilities and extra-curricular activities
- Work with examination officers and the Deputy Head (Teaching & Learning) to ensure that procedures are in place for pupils who need access arrangements in examinations/ assessments following JCQ regulations
- Attend and contribute to Senior School Progress Tracking meetings

Leadership and management

- Work with the Head Mistress to ensure the School meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements
- Prepare and review relevant policies
- Contribute to the School's annual operating statement
- Identify training needs for staff and how to meet those needs
- Lead relevant INSET for staff
- Promote an ethos and culture that supports the school's SEND policy and promotes good outcomes for pupils with SEND
- Lead the Learning Support Team including assessing tasks and monitoring workload
- Contribute to the annual Professional Review and Development process for members of the Learning Support Team

The SENCO will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct

General duties

To carry out any other reasonable request of the Head Mistress.
This job description may be subject to reasonable changes in the future, to reflect changing circumstances and to aid professional development.

Person Specification

Essential Criteria

- Qualified teacher status and degree
- SENCO National Professional Qualification (NPQ) or National Award for SEN Co-ordination, or a willingness to complete it within 3 years of appointment
- Teaching experience
- Experience of working at a whole-school level
- Involvement in self-evaluation and development planning
- Experience of conducting training/leading INSET
- Experience of line managing staff
- Experience of organising access arrangements for external examinations
- Sound knowledge of the SEND Code of Practice
- Understanding of teaching, and of effective intervention strategies
- Ability to plan and evaluate interventions
- Data analysis skills and the ability to use data to inform provision planning
- Effective communication and interpersonal skills
- Ability to build effective working relationships
- Ability to influence and negotiate
- Excellent record-keeping skills
- Commitment to getting the best outcomes for pupils and promoting the ethos and values of the school
- Commitment to equal opportunities and securing good outcomes for pupils with SEN or a disability
- Ability to work under pressure and prioritise effectively
- Commitment to maintaining confidentiality at all times
- Commitment to safeguarding and child protection

Applicants must share the commitment of the School to safeguarding and promoting the welfare of children at all times

Additional Information

Salaries and Other Benefits

- There is a 25% discount on school fees for the daughters of full-time members of staff. For part-time staff, the discount is pro-rata
- There is a generous staff training budget. All colleagues are encouraged to continue their professional development.
- Teachers are enrolled into our APTIS pension scheme unless they choose to opt out of the scheme.
- Tea and coffee are provided at break and at the end of the school day. Light refreshments are provided for colleagues who remain in school for evening events.
- We offer an Employee Assistance Programme alongside a number of free staff wellbeing initiatives.
- There is a fitness suite in the Sports Complex and a free staff membership is available subject to appropriate medical assurances.

- We offer free on-site parking, where available.

Other Information

- This School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- MHSG is committed to equal opportunities for all of its employees and its policy is available on request.
- The School has a no-smoking policy throughout the premises, and a smart dress code.
- Applicants should note that the School is committed to safeguarding and promoting the welfare of children. All applicants who are offered employment will be subject to an enhanced criminal record check and the Children's Barred List check for the Child Workforce from the Disclosure & Barring Service (DBS) which must be cleared before the appointment is confirmed. Candidates will be required to submit the subsequent DBS certificate to the School prior to their employment. All candidates are also required to present their examination qualifications for inspection at the interview stage.

- In accordance with the Asylum and Immigration Act 1996, the Governing Body will require candidates to provide documentary evidence at interview that they are legally entitled to live and work in the United Kingdom.
- Manchester High for Girls adheres to the Data Protection Act 2018. We will obtain information about you including any criminal convictions you may have. All information will be kept confidential and it will only be used to process your application. If your application is unsuccessful, all your information will be deleted from our systems and disposed of in a secure manner.

- Upon appointment the successful candidate will be required to complete a medical questionnaire which will be kept on their confidential personnel file.

- The School website, www.manchesterhigh.co.uk, is regularly updated and has a wide range of additional information, including the full ISI Inspection report from April 2024.

Child Protection and Safeguarding

This role involves contact with children and engagement in "regulated activity" as defined in the DFE document "Keeping Children Safe in Education 2025.

Manchester High School for Girls (the School) is committed to acting in the best interests of the child and will take actions to enable all pupils to have the best outcomes. The safety and welfare of children is the statutory responsibility of all those who come into contact with them in the School.

All staff, volunteers and governors will be pro-active in trying to identify possible safeguarding issues and will report concerns immediately to one of the School's Designated Safeguarding Leads (DSLs).

Arrangements for Applicants



Our GCSE results are up there with the best in the country. Our excellent academic outcomes are a reflection of both our talented, hardworking pupils who are keen to learn and our excellent and innovative teachers.

Mrs Helen F Jeys, Head Mistress

1. Please apply by submitting to the Head Mistress at recruitment@mhsg.manchester.sch.uk:

- a fully completed application form, including examination grades, dates of awards and the names and contact details of two referees, one of whom must be your current or most recent employer. Applicants should note that we write for references during the selection procedure and the School will check with past employers as to the suitability of a candidate to work with children.
- a supporting letter outlining how your experiences and/or personal qualities would enable you to contribute to the development of a thriving department and school.

2. The closing date for receipt of applications is **Tuesday 23rd September 2025 at 9:00am.**

3. Interviews will take place **during the week commencing Monday 6th October 2025.**

4. Unfortunately, we are not able to acknowledge all applications, but applicants who have not been invited for interview by the date indicated above should assume that, on this occasion, their application was unsuccessful.



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