



King's Academy College Park

SENCo Job Description & Person Specification

Job Purpose

To lead, develop, and oversee the provision for pupils with Special Educational Needs and Disabilities (SEND), ensuring that all pupils receive high-quality, inclusive education and achieve their full potential.

Key Responsibilities

Leadership and Strategic Development

- Lead the strategic development of SEND provision across the school.
- Promote a culture of inclusion and high expectations for all pupils.
- Contribute to school self-evaluation, particularly with respect to provision for pupils with SEN or a disability.
- Evaluate whether funding is being used effectively, and suggest changes to make use of funding more effective.
- Contribute to whole-school improvement planning, particularly in relation to SEND.
- Ensure compliance with the SEND Code of Practice and relevant legislation.

Identification and Assessment

- Oversee the identification of pupils with SEND.
- Ensure appropriate assessment, monitoring, and review processes are in place.
- Maintain accurate and up-to-date SEND records and Provision Mapping..

Provision and Intervention

- Coordinate and evaluate targeted interventions and support strategies.
- Ensure high-quality teaching and differentiation for pupils with SEND.
- Implement and lead intervention groups for pupils with SEN, and evaluate their effectiveness
- Monitor the impact of provision and adapt approaches where necessary.

Staff Support and Development

- Provide guidance, training, and support to staff on SEND and inclusive practice.
- Work collaboratively with teachers and support staff to develop effective classroom strategies.
- Identify training needs for staff and how to meet these needs
- Lead INSET training for staff
- Support staff in writing and reviewing Individual Education Plans (IEPs) or equivalent.

- Lead and manage teaching assistants (TAs) working with pupils with SEN or a disability

Partnership with Parents and External Agencies

- Build strong relationships with parents/carers, ensuring clear communication and involvement.
- Liaise with external professionals (e.g. Educational Psychologists, Speech and Language Therapists, School Nursing Team).
- Coordinate Education, Health and Care Plans (EHCPs), including annual reviews.

Safeguarding and Inclusion

- Ensure pupils with SEND are fully included in all aspects of school life.
- Work closely with safeguarding leads to support vulnerable pupils.
- Promote pupil wellbeing, independence, and positive behaviour.

Person Specification

Criteria	Qualities
Essential	<ul style="list-style-type: none"> ● Qualified Teacher Status (QTS). ● National Award for SEN Coordination (NASENCo) or willingness to achieve within statutory timeframe. ● Experience of working with pupils with SEND. ● Strong understanding of the SEND Code of Practice. ● Excellent communication and interpersonal skills. ● Ability to lead, influence, and support colleagues effectively. ● Strong organisational and record-keeping skills.
Desirable	<ul style="list-style-type: none"> ● Previous experience as a SENCo or in a leadership role. ● Experience in using Provision Mapping ● Experience of managing EHCP processes and annual reviews. ● Knowledge of a wide range of SEND, including ASD, ADHD, SEMH, and speech and language needs. ● Experience of working with external agencies and multi-agency teams. ● Experience in leading staff training and development. ● Understanding of provision mapping and data tracking systems. ● Experience of working with families in challenging or complex circumstances. ● Safeguarding training (e.g. DSL or Deputy DSL experience). ● Experience of budget management related to SEND provision.

Personal qualities

- Passionate about inclusion and improving outcomes for all pupils.
- Resilient and solution-focused.
- Empathetic and approachable.
- High levels of professionalism and integrity.
- Ability to remain calm under pressure.