

Job Specification: Special Educational Needs Coordinator (SENCo)



Contract: Part time, Permanent

Responsible to: Headteacher / Senior Leadership Team

Area	Essential	Desirable
Qualifications & Training	<ul style="list-style-type: none"> • Qualified Teacher Status (QTS) • Degree-level education • Commitment to achieving the NPQ for SENCos (NPQ SENCo) qualification (if not already held) 	<ul style="list-style-type: none"> • NPQ SENCo qualification • Evidence of recent, relevant SEND or inclusion training • Safeguarding training (e.g. DSL level or equivalent)
Experience	<ul style="list-style-type: none"> • Successful teaching experience across the primary age range • Experience of supporting pupils with SEND in a school setting • Experience of contributing to or leading provision for pupils with additional needs • Experience of working with parents/carers and external agencies 	<ul style="list-style-type: none"> • Experience of leading SEND provision or inclusion at whole-school level • Experience of managing or contributing to EHCP processes and annual reviews • Experience of line managing or deploying support staff • Experience of analysing pupil progress data and evaluating intervention impact
Knowledge & Understanding	<ul style="list-style-type: none"> • Strong understanding of the SEND Code of Practice and statutory requirements • Knowledge of effective adaptive teaching and inclusive classroom practice • Understanding of a range of SEND needs (e.g. ASD, ADHD, SEMH, speech and language) • Knowledge of assessment and tracking systems for monitoring the progress of pupils with SEND • Awareness of safeguarding responsibilities and procedures 	<ul style="list-style-type: none"> • Knowledge of local authority processes and external support services • Understanding of current research and best practice in SEND and inclusion • Knowledge of strategies to support disadvantaged pupils with SEND
Skills & Abilities	<ul style="list-style-type: none"> • Strong leadership and organisational skills 	<ul style="list-style-type: none"> • Experience of delivering staff training or leading

	<ul style="list-style-type: none"> • Ability to analyse data and use it to inform provision and improve outcomes • Excellent communication and interpersonal skills, with the ability to work collaboratively • Ability to influence and support staff to develop inclusive practice • Ability to manage workload effectively and prioritise competing demands • Skilled in writing reports, EHCP documentation and provision plans 	<p>CPD</p> <ul style="list-style-type: none"> • Ability to lead whole-school initiatives and strategic development
Personal Qualities	<ul style="list-style-type: none"> • Ability to contribute strategically to whole-school improvement • Commitment to working collaboratively within the school and across the Trust • Willingness to contribute to the wider life of the school 	<ul style="list-style-type: none"> • Experience of contributing to the Ofsted inspection processes • Experience of working across multiple schools or within a Trust/partnership
Safeguarding Commitment	<ul style="list-style-type: none"> • Demonstrates a clear understanding of safeguarding responsibilities • Commitment to safeguarding and promoting the welfare of children and young people • Willingness to undergo enhanced DBS and safer recruitment checks 	