



Wheatfields Junior School

Downes Road, St Albans, Herts, AL4 9NT
Tel No: 01727 757442
Headteacher: Mrs Janice Tearle



Email: admin@wheatfieldsjm.aetrust.uk Website: www.wheatfieldsjm.herts.sch.uk

Wheatfields Junior School SENCo Job Description

Pay Scale: MPS/ UPS plus TLR (SEN allowance)

Full time/ part time considered for a suitable candidate (0.6 FTE minimum required)

Reports to Headteacher and Deputy Headteacher

Start Date: April 2026

Purpose of the Role:

The Special Educational Needs Co-ordinator (SENCo) will hold specific responsibility for the leadership of all aspects of SEND within the school, working with Senior Leaders, teachers, support staff, families, Governors and Trustees to ensure high standards and best practice.

Main Duties:

All teachers work within the statutory conditions of employment set out in the current School Teachers' Pay and Conditions Document. The duties listed below are therefore, not an exhaustive list of what the role of SENCo requires.

- Play a key role in maintaining the positive, inclusive ethos, culture and values of Wheatfields Junior School and Ambition Education Trust
- Provide strategic Leadership of SEND provision which meets the needs of all pupils with additional needs across the school
- Ensure ambitious expectations for all pupils with SEND in school
- Ensure that the school fulfils statutory duties regarding the SEND Code of Practice
- Keep up to date with developments in education with particular regard to Inclusion and SEND
- Oversee the implementation of the Assess, Plan, Do, Review cycle across the school for children on the SEND register
- Ensure that all statutory work, including paperwork, is carried out in relation to EHCPs
- Support and advise class teachers and Teaching Assistants on planning, adaptation and implementation of interventions
- Be prepared to teach intervention groups to support identified needs
- Monitor impact through participating in termly Pupil Progress meetings and offer guidance on next steps as required
- Line manage Teaching Assistants providing 1:1 support for children with EHCPs
- Liaise closely with the school's SpLD teacher and Wellbeing Mentor to support wider inclusion in the school
- Demonstrate a commitment to relational practice and unconditional positive regard approach to behaviour support and management
- Ensure strong partnership working with professionals and implement advice to support children's needs
- Ensure strong partnership working and foster positive relationships with parents and carers of children with additional needs





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- Ensure that the Local Governing Board and Trustees are provided by timely information and documentation as required
- Work with other Inclusion leads in the Trust and in DSPL7 network to share best practice
- Support the transition of children with SEND between Key Stages, ensuring information is shared between schools
- Liaise with the Office Manager to ensure that information regarding children on reduced timetables and/or attending alternative provision is regularly updated and submitted to the Local Authority

The post holder is expected to accept any other tasks reasonably delegated by the Headteacher as necessary. The job description will be reviewed annually as part of the performance appraisal review process.

January 2026

