



UNIVERSITY OF CAMBRIDGE PRIMARY SCHOOL

SENDCo

Special Educational Needs and Disability Coordinator
Candidate Information Pack

University of Cambridge Primary School

Permanent · Inclusion Team · January 2027 start

Welcome from the Headteacher

Thank you for your interest in becoming our SENDCo.

I loved school as a child, and I still love learning now. That's what we want for every child here — including, and especially, those for whom school does not come easily. We ask one question before any decision: what is best for this child? Nowhere does that question matter more than in the work of our SENDCo.

You will take the lead, in partnership with class teachers and our Learning Coach team, in ensuring the best possible outcomes for children with SEND and other additional needs, as part of our Inclusion Team. Our curriculum and our practice are shaped by research, not fashion, and inclusion is one of the three principles our whole school is founded on, alongside ambition and innovation.

I am looking for a SENDCo who is research-informed, unafraid to ask for help, and genuinely committed to finding a way through for every child — especially those with the most complex needs. You would join a settled, supportive team with strong support around the role.

I hope you'll come and see us. I'd be glad to show you around.

Rob Drane

Headteacher

About our school

University of Cambridge Primary School is a large, three-form entry Free School in the Eddington development in the north-west of Cambridge — the first primary school of its kind in the country. We opened in 2015, growing from the recommendations of the Cambridge Primary Review (2010), with a founding commitment to reach high standards within the school and to build networks of educational possibility locally, nationally and internationally.

Our school is founded on three principles: inclusion, ambition and innovation. We believe in the power of collaboration, through strong relationships and clear communication, and in every child's capacity to learn. We believe that children are powerful and need a kind, caring approach within clear boundaries and high expectations, and we challenge and support them in equal measure to become independent, confident learners. Alongside knowledge and skills, we develop in children the values of empathy, respect, trust, courage and gratitude.

We work in close research partnership with the University of Cambridge's Faculty of Education — training new teachers, hosting researchers, and contributing to national conversations about what excellent education looks like. In all we do, we are guided by Professor Maxine Greene's idea of 'social imagination': to release the imagination and celebrate the art of the possible.

About the role

The SENDCo is responsible for the day-to-day operation of the SEND policy and the co-ordination of provision to support individual children with SEND or a disability, as part of the Inclusion Team. Working closely with the Headteacher, the Deputy Headteacher, the Assistant Headteacher and phase leadership, you will provide professional guidance to colleagues, families and external agencies, and lead the school's Assess, Plan, Do, Review processes.

This is a non-teaching post. The full job description and person specification are set out on the following pages. In summary, we are looking for an experienced, research-informed practitioner with the National Award for SEN Coordination (or a genuine commitment to gaining it), and a track record of securing good outcomes for children with additional needs.

Key terms

Salary	Upper Pay Range + SEND allowance
Hours	Part-time, 3 days a week (0.6 FTE); days to be agreed with the successful candidate
Contract	Permanent
Start date	January 2027

Staff benefits

Wellbeing

- University Visit Card: free entry to Cambridge colleges, access to Eddington accommodation and the U bus service
- Discounted membership at the University Sports Centre
- A dedicated well-being day each year, plus 1:1 and group well-being sessions, a workload strategy and a calendar of team-building events
- Cycle to Work scheme
- A free, confidential Employee Assistance Programme covering legal, financial and mental health support

Professional development

- Research project collaborations with researchers from the Faculty of Education, including the PEDAL Centre and T-SEDA action research
- Access to the Faculty of Education Library, University of Cambridge
- A trained Coaching and Mentoring Programme
- Our Lesson Study Programme, working alongside peers and Faculty of Education researchers
- Three additional research INSET days each year
- Opportunities to publish in the teacher journal and in books
- Links to subject associations, such as NASEN
- 50% reduction on Chartered College of Teaching membership, with opportunities to get involved in the school's College Hub Network

Job description

Role: SENDCo | Responsible to: Headteacher | Scale: Upper Pay Range + SEN

Purpose: the SENDCo at UCPS is committed to developing themselves as a reflexive practitioner and coordinator. The SENDCo takes the lead, in partnership with class teachers and the Learning Coach team, to ensure the best possible outcomes for all children, as directed by the Headteacher. As part of the Inclusion Team, they strive to find a way through for every child, and are research-informed, especially in relation to inclusion and special educational needs.

Safeguarding

- Promote a robust safeguarding culture, following all safeguarding policies, and ensure health and safety policies are understood and followed to the highest standard.

Education

- Understand the most effective and high-quality teaching approaches for children with SEND and those identified as Pupil Premium or vulnerable, and ensure they are implemented for individual children.
- Effectively bridge barriers to learning through assessing children's needs, monitoring the quality of teaching and attainment, setting targets and keeping accurate records.
- Ensure an appropriate, broad, high-quality and cost-effective curriculum is delivered to children with SEND.
- Develop positive relationships with families by communicating and consulting with parents/carers and external professionals.

People: leadership and developing others

- Establish good working relationships and good working practices within UCPS and the wider community.
- Take accountability for the impact of your work on colleagues and children's outcomes, and seek membership of supporting SEND organisations such as NASEN.

Inclusion

- Model the principles of inclusion set out in the school's Diversity Strategy and SEND policies, and promote a Learning Without Limits culture in line with the school's ethos.
- Be a relentless advocate for vulnerable children's needs, seeking and providing support so that the whole team takes responsibility for their full inclusion.

Organisation and communication

- Be the key point of contact with external agencies, particularly the Local Authority and its support services, and liaise with early years providers, other schools, educational psychologists and health and social care professionals.
- Liaise, collaborate and engage with parents of children with SEND to develop Education, Health and Care Plans.
- Work with the Headteacher and governors to ensure the school meets its responsibilities under the Equality Act 2010 with regard to reasonable adjustments and access arrangements.

Outcomes

- Ensure all available data are used to identify strengths and weaknesses of SEND provision, and present a coherent, accurate account to governors, parents and the wider team.
- Work in partnership with other members of the wider team, challenging ideas and holding each other to account in a spirit of collaboration.

Financial management

- Support the management of the designated SEND budget, ensuring the school achieves value for money, and follow financial systems as directed by the School Business Leader and Headteacher.

Person specification

The selection panel will use the criteria below to shortlist; please demonstrate how you meet them. Key: A = Application, I = Interview, R = References.

Criteria	E	D	Assessed
A. Qualifications			
Qualified Teacher Status	✓		A
Degree (desirable: a higher degree, e.g. MA)	✓	✓	A
National Award for SEN Coordination (NASENCo / NPQ for SENCo), held or a genuine commitment to gaining it	✓		A
Evidence of relevant continuing professional development	✓		A
B. Experience			
Excellent classroom practitioner with recent, successful experience in primary school	✓		A, I
Successful leadership of a subject, curriculum area or team	✓		A, I
Experience of working at whole-school level	✓		A, I
Working positively with parents, governors and the wider school community	✓		A, I
C. Professional knowledge and skills			
Sound knowledge of the SEND Code of Practice and the Engagement Model, and proven excellence in inclusive educational practice	✓		A, I
Knowledge of best practice and procedures for safeguarding children and young people	✓		A, I
Able to communicate effectively, orally and in writing, to a range of audiences, and deal sensitively with people and resolve conflicts	✓		A, I
Highly organised, with excellent record-keeping and technical skills	✓		A, I
Committed to safeguarding, with a particular focus on intimate and medical care, and to equity for all children	✓		A, I

How to apply

To apply, please complete our application form and a supporting statement (no more than two sides of A4) setting out how you meet the person specification via **MyNewTerm**, our recruitment portal, by **12 noon on Tuesday 13 October 2026**.

Shortlisting will take place on **Wednesday 14 October 2026**, with interviews in the week commencing **Monday 19 October 2026**. Visits to the school are warmly encouraged and will run on **Tuesday 29 September 2026, between 4.30pm and 5.30pm**; to arrange a visit, please contact James (enquiries@universityprimaryschool.org.uk).

University of Cambridge Primary School is committed to safeguarding and promoting the welfare of children and expects all colleagues to share this commitment. This post is subject to an enhanced DBS check, online searches and satisfactory pre-employment checks. We are an equal opportunities employer and welcome applications from all sections of the community.