



## **SENDCo Job Description**

**Job Title:** SENCo (Special Educational Needs & Disabilities Coordinator)

**Reports to:** Headteacher / Deputy Headteacher

### **Main Job Purpose:**

To lead, manage, develop, and maintain high-quality SEN provision that ensures quality first teaching, effective interventions, and success for all pupils with SEND. It involves coordinating and monitoring the day-to-day operation of the SEND policy, as well as supporting and guiding staff in developing inclusive classroom practices and raising standards of achievement for SEND pupils.

### **Main Responsibilities and Duties:**

#### **1. Strategic Direction and SEN Provision**

- Contribute to a positive ethos and inclusive school culture.
- Advise the Headteacher and governors on the strategic development of SEN provision.
- Analyse school, local, and national data to inform decision-making and resource allocation.
- Monitor progress of pupils with SEND and evaluate teaching strategies.
- Ensure SEN is embedded in the School Development Plan.
- Liaise with external agencies, parents, and professionals to ensure continuity and quality of provision.
- Promote and act upon pupil voice in SEND matters.
- Strong knowledge of the Graduated Response (Assess/Plan/Do/Review) and to ensure effective implementation of this approach across the school.

#### **2. Teaching and Learning**

- Support and model effective teaching strategies for pupils with SEND.
- Assist staff in developing differentiated teaching and intervention plans.
- Use and interpret specialist assessment data to inform classroom practice.
- Support class teachers in setting realistic and challenging targets.
- Monitor and maintain a SEND provision map and pupil records.
- Work closely with teachers to ensure high-quality adaptive teaching in the classroom.

#### **3. Leading and Managing Staff**

- Provide guidance and CPD opportunities to enhance staff expertise in SEND.
- Lead regular meetings with staff involved in SEND provision.
- Report regularly to SLT and governors on SEN provision and pupil outcomes.
- Encourage collaborative working practices and peer support among staff.

#### **4. Working with Parents and the Wider Community**

- Establish strong, supportive relationships with parents and carers.

- Offer guidance to families and promote active parental involvement in school life.
- Represent the school positively in external forums and community settings.
- Maintain strong knowledge of the local offer, ensuring support for families to access appropriate services.

## **5. Managing Own Performance and Development**

- Demonstrate initiative, resilience, and strategic thinking.
- Engage in appraisal processes and ongoing professional development.
- Contribute to whole-school development and policy-making.

## **6. Use of Resources**

- Identify and deploy SEN resources effectively.
- Work with the Headteacher and Senior Finance & Operations Officer to manage the SEN budget.
- Evaluate the impact and value of provision spending.

## **7. Additional Responsibilities**

- Support the school's inclusive ethos and values.
- Undertake other professional responsibilities as reasonably delegated by the Headteacher.
- Attend relevant training and disseminate learning within the staff team.

## SENDCo Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications &amp; Experience</b>	<p>Qualified Teacher Status (QTS)</p> <p>National Award for SEN Coordination</p> <p>Proven track record of CPD</p> <p>At least 5 years of successful teaching experience in the primary age range</p> <p>Evidence of knowledge in quality first teaching and intervention strategies</p>	<p>Further specialist qualification in SEN (e.g. ASD, SpLD)</p> <p>Experience at whole-school or senior leadership level</p> <p>Experience delivering staff training or INSET</p> <p>Experience collaborating with parents, governors, and the community</p> <p>Experience monitoring and evaluating effective teaching and learning</p> <p>Proven experience liaising with external agencies</p>
<b>Professional Knowledge &amp; Understanding</b>	<p>Excellent understanding of the SEND Code of Practice</p> <p>Understanding of EYFS and National Curriculum</p> <p>Deep knowledge of quality first teaching and effective intervention strategies</p> <p>Knowledge of SEN legislation, inclusion, and pastoral care</p> <p>Familiarity with a range of SEN interventions</p> <p>Confident use of ICT, including classroom and assistive technologies</p> <p>Knowledge of managing SEN provision</p> <p>Understanding of child protection and safeguarding procedures</p>	<p>Familiarity with assistive technology</p>
<b>Skills &amp; Ability</b>	<p>Ability to assess, plan, and evaluate SEN provision</p> <p>Use of data to inform planning, provision mapping, and interventions</p>	

	<p>Strong data analysis skills</p> <p>Ability to produce/update CAFs, EHC plans, and statutory documentation</p> <p>Ability to lead and manage individuals and teams</p> <p>Excellent communication, collaboration, and negotiation skills (oral, written, and presentation)</p> <p>Ability to manage workload under pressure</p> <p>Effective time management and ability to prioritise</p> <p>Ability to promote the school's inclusive learning ethos</p> <p>Ability to create a welcoming, inclusive environment</p> <p>Ability to work sensitively with staff, parents, and pupils</p>	
<p><b>Personal Qualities</b></p>	<p>Commitment to the Christian ethos and values of the school</p> <p>Passion for inclusion and equal opportunities</p> <p>Strong interpersonal skills Able to work under pressure and meet deadlines</p> <p>Professional, reliable, and discreet</p> <p>Committed to safeguarding and promoting the welfare of children</p> <p>Ambition, energy, and enthusiasm for the role</p>	