

EYFS SENDCo

Job Description

2026-2027

Job details

Reporting to: Co-Headteachers

Responsible for: Coordinating the strategic direction, development and provision of EYFS SEND education

Main purpose:

The EYFS SENDCO, under the direction of the Co-Headteachers, will:

- Determine the strategic development of the special educational needs (SEN) policy and provision in the school
- Be responsible for day-to-day operation of the SEND policy and coordination of specific provision to support individual pupils with SEND across EYFS
- Provide professional guidance to colleagues, working closely with staff, parents and other agencies

The EYFS SENDCO will also be expected to fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document.

Duties and responsibilities:

The duties outlined in the job description are in addition to those covered by the latest School Teachers pay and Conditions document. It may be modified by the Co-Headteachers, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title. It will be reviewed in the context of the School Development Plan and Appraisal cycle.

Please note this role also encompasses class teacher responsibilities as defined in the class teacher job description.

Strategic development of SEND policy and provision

- Have a strategic overview of provision for pupils with SEND across the school, monitoring and reviewing the quality of provision
- Contribute to school self-evaluation, particularly with respect to provision for pupils with SEND
- Ensure the SEND policy is put into practice, and that the objectives of this policy are reflected in the school improvement plan
- Maintain an up-to-date knowledge of national and local initiatives which may affect the school's policy and practice
- Evaluate whether funding is being used effectively, and propose changes to make use of funding more effective
- Promote Inclusion best practice and contribute to the aims and ethos of the school

Operation of the SEN policy and co-ordination of provision

- Maintain an accurate SEND register and Provision Map schedule
- Provide guidance to colleagues on teaching pupils with SEND and advise on the graduated approach to SEN support
- Monitor teaching and learning activities to meet the needs of SEND pupils
- Advise on the use of the school's budget and other resources to meet pupils' needs effectively, including staff deployment

Special Education Needs and Disabilities Coordinator (SENDCO)

- Be aware of the provision in the local offer
- Work with other schools, educational psychologists, health and social care professionals, and other external agencies
- Be a key point of contact for external agencies, especially the local authority
- Analyse assessment data for pupils with SEND
- Set targets for raising achievement among SEND pupils and other groups as appropriate
- Implement intervention groups for pupils with SEND, and evaluate their effectiveness
- Support staff to plan for and implement relevant intervention groups across the school, and evaluate their effectiveness

Support for pupils with SEN or a disability

- Set up systems for identifying SEND, and assessing and reviewing SEND provision. This includes creating and monitoring EHC plans, provision maps with class teachers and support staff
- Coordinate and monitor the effectiveness of provision to meet the pupil's needs
- Secure relevant services for the pupil
- Ensure records are maintained and kept up to date
- Review the education, health and care plan with parents or carers and the pupil
- Communicate regularly with parents or carers
- Ensure that if the pupil transfers to another school, all relevant information is conveyed to it, and support a smooth transition for the pupil
- Promote the pupil's inclusion in the school community and access to the curriculum, facilities and extra-curricular activities
- Work with the designated teacher for looked-after children, where a looked-after pupil has SEND

Leadership and management

- Work with the Co-Headteachers and governors to ensure the school meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements
- Prepare and review information the governing board is required to publish
- Contribute to the school improvement plan and whole-school policy
- Identify training needs for staff and how to meet these needs
- Lead INSET for staff
- Share procedural information, such as the school's SEND policy
- Identify resources needed to meet the needs of SEND pupils and manage the SEN budget
- Be responsible for the supervision and organisation of support staff, including supporting their appraisal
- Support pupil progress meetings, recording agreed provision with provision maps
- Be involved in the recruitment of support staff
- Keep abreast of developments in SEND and inform staff and Governors as necessary
- Promote an ethos and culture that supports the school's SEND policy and promotes good outcomes for pupils with SEND

The SENDCo will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the SENDCo will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Co-Headteachers.