



**STOUR VALE
ACADEMY
TRUST**

SENDCo

**Special Educational Needs and
Disabilities Coordinator**

**Holywell Primary and Nursery School
Recruitment Pack**



SENDCo

Part Time (0.6 FTE) and Permanent

Main Pay Scale + TLR2a (£3,526)

Are you passionate about inclusion and committed to making a difference for every child? If so, we would welcome your application for the role of SENDCo at Holywell Primary and Nursery School.

At Holywell, our work is guided by a clear vision:

- Every child known, happy and learning.
- Every adult positive, nurturing and skilled.
- Every lesson inclusive, purposeful and engaging.

We are looking for a SENDCo who:

- Has a strong understanding of SEND and Inclusion and a commitment to securing the best outcomes for all children.
- Works hard and takes pride in their work.
- Works collaboratively with staff, families and external agencies to remove barriers to learning.
- Has high expectations and a clear belief that every child can succeed.
- Is positive, reliable and committed to developing their practice and the practice of others.
- Holds the National Award for SEN Coordination or be willing to complete the qualification within the required timeframe.

In return, we offer:

- A non-class based SENDCo role to lead and develop provision.
- A comprehensive handover from our current SENDCo.
- A purpose built SEND base.
- A culture of inclusion where SEND is everyone's responsibility.
- A supportive, friendly and collaborative staff team.
- Enthusiastic children who are keen to learn.
- Opportunities for professional development within school and across the Trust.
- A school on a journey to be the very best school we can be.

Visits to our school are warmly welcomed and encouraged.

We are holding school tours on:

Thursday 17th September 2026 at 2.30pm

Thursday 1st October 2026 at 4pm

To arrange to join one of our tours, please contact:

Alison Barratt

School Business Manager

0121 453 7829

How to apply: Online applications via My New Term only

Closing date: Monday 5th October 2026 at 9am

Interviews: Thursday 15th October 2026

About Holywell Primary and Nursery School

Holywell Primary and Nursery School is a welcoming and inclusive school serving the community of Rubery, Worcestershire. We are committed to providing a positive learning environment where children are known as individuals and supported to succeed.

Since joining Stour Vale Academy Trust in April 2024, the school has been working closely with Trust colleagues to strengthen teaching, learning and the wider curriculum. This is an important stage in our development, with staff fully engaged in improving provision and outcomes for all children. We are currently awaiting our first Ofsted inspection as a new school following this period of change.

Holywell serves a well-established community and we value the strong relationships we have with our families. Our children are friendly and enthusiastic and we work hard to ensure they feel safe, supported and ready to learn. Our nursery provision forms an important part of our school, helping to build strong foundations for learning from an early age.

We are committed to providing a broad and engaging curriculum, alongside a caring and nurturing environment, so that all children can develop confidence, resilience and a love of learning.

Further information about the school can be found on our website:
www.holywellschool.org

About Stour Vale Academy Trust

Our multi-academy trust was founded in 2017 and developed from collaboration between schools, the significant positive impact of which convinced three schools, two secondary and one primary, that together we would have much greater capacity to continuously improve. Over time, Stour Vale has steadily grown. We began as a cross-phase multi-academy trust and as we have grown, both secondary and primary schools have joined us. There are currently twelve member schools, six primary, one junior, one infant with day nursery and four secondary.

As a successful family of schools, delivering high-quality education for the communities we serve, Stour Vale values its diversity. Each school brings their own distinct character, community, history and identity. We celebrate the uniqueness of member schools, recognising that there is a great deal to learn from education in different contexts. This is also the reason why we remain outward-looking, committed to learning from research and excellent practice across the education system.



Our Vision and Values

Stour Vale Academy Trust holds children and young people at the heart of all that we do. We recognise that as a multi-academy trust we exist in order to advance education for the public good. Our mission, therefore, is to improve life opportunities for children and young people by both providing the best possible education and care to pupils in Stour Vale member schools and by having a positive impact across the wider education system. Our values are encapsulated in four words:

OUR VALUES



INTEGRITY

By always acting with integrity we will deploy our resources appropriately to provide the very best education and care for pupils. This approach will enable us to recruit and retain the best staff who share our values.

We recognise our responsibility to support and challenge member schools to have a positive impact on the lives of children and young people, our communities and the wider educational system.

RESPECT

We are committed to treating everyone with respect and promoting equality.

Stour Vale member schools are safe and inclusive schools. We value and celebrate the diversity of pupils, colleagues and the communities we serve. We believe that developing pupils' character and their own commitment to treating others with respect must sit alongside the pursuit of academic excellence.

COLLABORATION

Stour Vale Academy Trust exists because we believe that effective collaboration has a positive impact on the life opportunities of children and young people.

We believe that working collaboratively together we have much greater capacity to realise continuous improvement in all member schools. Therefore, we seek to actively promote positive, impactful collaboration, most often with school-based staff taking the lead.

EXCELLENCE

We are committed to constantly pursuing excellence and improving all aspects of our work as a trust.

Excellence in teaching and learning, curriculum and character development is our primary focus. This will be achieved by realising our ambition to provide top-level professional learning for all colleagues, developing leadership in every role and providing exceptional back-office services such as HR and finance.

[SVAT.ORG.UK](https://svat.org.uk)

We describe our shared approach to school improvement as 'secure autonomy'. Headteachers, with school leadership teams and staff, have autonomy to lead school improvement in their own schools, responsively and in collaboration with others within and beyond our trust. We believe that this approach enables us to grow, attract and retain excellent school leaders and to develop the most innovative and impactful school improvement strategies. We recognise that this autonomy must be secured within the structure of the multi-academy trust, and our model of challenge and support for impact, underpinned by our shared values, ensures sustained school improvement and a sharp focus on outcomes for pupils. This in turn realises our ambition that **Stour Vale** member schools will **create the difference together**.

Job Description

SENDCo

Legal Requirements

The SENDCo's professional duties must be carried out in accordance with and subject to:

- The Stour Vale Academy Trust Scheme of Delegation
- The provisions of all applicable legislation
- The School Teachers' Pay and Conditions Document
- The Funding Agreement of the School and the Academies Financial Handbook
- The SEND Code of Practice

Core Purpose

In line with the values, ethos and strategic direction of Stour Vale Academy Trust and under the overall direction of the Head of School, the SENCO will:

- Determine the strategic development of special educational needs (SEND) policy and provision in the school.
- Be responsible for day-to-day operation of the SEND policy and co-ordination of specific provision to support individual pupils with SEN or a disability and LAC/PLAC pupils.
- Provide professional guidance to colleagues, working closely with staff, parents and other agencies.
- Be responsible for LAC/PLAC pupils and coordinate provision in school.

Duties and responsibilities

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
- Make sure the SEND policy is put into practice and its objectives are reflected in the school development plan (SDP).
- Maintain up-to-date knowledge of national and local initiatives that may affect the school's policy and practice.
- Evaluate whether funding is being used effectively and suggest changes to make use of funding more effective.
- Ensure that the SEND code of practice is effectively implemented throughout the school.

Operation of the SEND policy and co-ordination of provision

- Maintain an accurate SEND register and provision map.
- Provide guidance to colleagues on teaching pupils with SEND and advise on the graduated approach to SEND support and the implementation of school policy.

- Advise on the use of the school's budget and other resources to meet pupils' needs effectively, including staff deployment.
- Be aware of the provision in the local offer.
- Work with early years providers, other schools, educational psychologists, health and social care professionals, other schools within Stour Vale and other external agencies.
- Be a key point of contact for external agencies, especially the local authority (LA) and Stour Vale.
- Analyse assessment data for pupils with SEND.
- Implement and lead intervention groups for pupils with SEND and evaluate their effectiveness.
- Form good relationships with parents and other stakeholders to ensure good provision for SEND pupils.

Support for pupils with SEND

- Identify a pupil's SEND.
- Co-ordinate provision that meets the pupil's needs, and monitor its effectiveness
- Secure relevant services and external support for the pupil.
- Ensure records are maintained and kept up to date.
- Review the education, health and care plan (EHCP) with parents or carers and the pupil.
- Communicate regularly with parents or carers.
- Ensure if the pupil transfers to another school, all relevant information is conveyed to it and support a smooth transition for the pupil.
- Promote the pupils' inclusion in the school community and access to the curriculum, facilities and extra-curricular activities.

Leadership and management

- Work with the leadership team 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.
- Meet regularly with the link governor and where appropriate, present to the Governing body.
- Contribute to the school improvement plan and whole-school policy.
- Identify training needs for staff and how to meet these needs.
- Lead training for staff.
- Share procedural information, such as the school's SEND policy.
- Promote an ethos and culture that supports the school's SEND policy and promotes good outcomes for pupils with SEND.
- Work with subject leaders to ensure that SEND pupils can access a broad and balanced curriculum.
- Review staff performance on an ongoing basis.

Person Specification

SENDCo

No	Categories	Essential	Desirable
QUALIFICATIONS & EXPERIENCE			
1.	A degree or equivalent	◆	
2.	Qualified Teacher Status	◆	
3.	National Award for SEN Coordination or willingness to complete within the required timeframe	◆	
4.	Successful teaching experience and experience of supporting pupils with SEND and removing barriers to learning	◆	
5.	Experience of leading, coordinating or monitoring provision for pupils with SEND		◆
6.	Experience of coordinating EHCPs, Annual Reviews and statutory SEND processes		◆
7.	Experience of supporting Looked After and/or Previously Looked After Children	◆	
8.	Recent relevant professional development	◆	
9.	Experience of developing the skills of colleagues	◆	
10.	Strong classroom practitioner with high expectations for all pupils	◆	
11.	Knowledge of the primary curriculum	◆	
12.	Strong knowledge of the SEND Code of Practice and effective inclusive practice, including interventions	◆	
13.	Knowledge of safeguarding	◆	
14.	Articulate with good interpersonal skills	◆	
15.	Able to work under pressure and prioritise, plan, organise and manage workload effectively	◆	

16.	Able to build and maintain effective professional relationships	◆	
17.	Good record keeping skills	◆	
18.	Able to analyse information and use it to evaluate provision and outcomes	◆	
19.	Ability to support, challenge and develop colleagues	◆	
20.	Committed to working collaboratively to improve outcomes for pupils	◆	
21.	Commitment to safeguarding and promoting the welfare of children and young people	◆	
22.	Committed to continuous improvement and the pursuit of excellence	◆	
23.	Having integrity	◆	
24.	Genuine respect for others and desire for equality of opportunity and diversity	◆	
25.	Resilient, flexible and having a positive approach to challenges	◆	
26.	Willingness to demonstrate commitment to the values and ethos of Stour Vale Academy Trust	◆	
27.	Committed to innovation, learning from research and the best current practice	◆	
28.	Committed to building positive and effective relationships, based on trust and transparency, with children, staff, parents, governors, other schools and the wider community	◆	
29.	Committed to maintaining confidentiality at all times.	◆	



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