



**Job Title: SEND Lead (SENDCo)**

**Reports to: Headteacher**

**Contract Type: Full Time (non-teaching initially; teaching commitment up to 0.2 FTE in future)**

### **Job Purpose**

To provide strategic leadership and operational oversight of SEND provision across the school, ensuring that all pupils with Special Educational Needs and Disabilities (SEND) receive high-quality, inclusive education and achieve their full potential.

The SEND Lead will drive a culture of inclusive practice, embed a robust graduated response, and ensure systems are clear, effective, and understood by staff and families. They will play a key role within the Senior Leadership Team (SLT) and contribute to the development of a cohesive, forward-thinking inclusion team.

### **Key Responsibilities**

#### **Strategic Leadership**

- Develop and implement a clear, ambitious vision for SEND aligned with school and Embark Federation priorities.
- Lead on whole-school SEND strategy, with a focus on improving outcomes for a growing SEND cohort (including EHCP pupils).
- Use data and evidence to evaluate provision and drive continuous improvement.
- Contribute to SLT decision-making, particularly around inclusion, curriculum access, and behaviour.

#### **Quality of Provision and Practice**

- Ensure a consistent, high-quality graduated response across all classes.
- Support teachers and TAs to adapt teaching effectively for pupils with SEND.
- Monitor the quality and impact of SEND provision through lesson visits, book looks, and provision reviews.
- Work closely with the emerging SEND Unit Lead Teacher to ensure strong alignment between specialist and mainstream provision.

#### **Staff Development and Support**

- Provide coaching, guidance, and CPD for teachers and support staff on inclusive practice and SEND strategies.
- Build staff confidence and accountability in meeting the needs of SEND learners.
- Promote a shared understanding that high-quality teaching is the first step in supporting SEND.

#### **Systems, Processes and Compliance**

- Develop and maintain clear, efficient systems for identifying, tracking, and supporting pupils with SEND.
- Oversee the accurate and timely completion of SEND documentation, including EHCP applications and reviews.
- Ensure statutory requirements are met in line with the SEND Code of Practice.
- Streamline communication systems so they are transparent and accessible for staff and parents.

#### **Partnerships with Parents and External Agencies**

- Build strong, trusting relationships with parents and carers.
- Ensure parents are well-informed, supported, and actively involved in their child's provision.
- Liaise effectively with external professionals (e.g. Educational Psychologists, Speech and Language Therapists, Local Authority).

#### **Inclusion Team Contribution**

- Be an active member of the school's emerging Inclusion Team, helping shape its direction and impact.
- Collaborate closely with pastoral, behaviour, and safeguarding leads to ensure joined-up support for pupils.

**Training and Professional Development**

- Hold or be willing to achieve the National Award for SEN Coordination (NASENCo) within statutory timeframes.
- Engage in ongoing professional learning and contribute to wider MAT collaboration.

**Safeguarding**

- Promote and safeguard the welfare of all pupils in line with statutory guidance and school policies.

**Confidentiality**

Maintain the highest standards of confidentiality at all times in relation to school, staff, and pupil information.

**Safeguarding & Equal Opportunities**

Embark Federation is committed to safeguarding and promoting the welfare of children and young people. All staff are expected to share this commitment.

This post is exempt under the Rehabilitation of Offenders Act 1974 and requires an enhanced DBS check. Embark Federation is an equal opportunities employer and welcomes applications from all sections of the community.