

At The Dunstan Catholic Educational Trust, we're a family of schools where children and colleagues are supported in a nurturing environment to flourish, become lifelong learners, fulfil their potential and to make a lasting difference. **Together we love, we learn, we live.**

Purpose of the job

This role exists to champion high-quality SEND provision across the school, ensuring every child receives the care, teaching and opportunities they need to flourish. You will support and inspire inclusive practice, guide effective interventions and work closely with colleagues to help pupils with SEND make strong progress and experience success.

Working collaboratively, you will oversee the day-to-day delivery of the SEND policy and support staff to create responsive, inclusive classrooms where every child feels valued and challenged. Through thoughtful leadership and teamwork, you will help pupils with SEND to feel a true sense of belonging and to achieve their very best.

Key areas of responsibility:

Strategic Direction and SEN Provision

- Help nurture a positive, inclusive ethos where every pupil feels valued.
- Support the Headteacher and governors in shaping the strategic direction of SEN provision.
- Analyse school, local, and national data to inform decision-making and resource allocation.
- Monitor progress of pupils with SEND and reflect on the impact of teaching and interventions.
- Ensure SEN priorities are clearly woven into the School Development Plan.
- Work closely with parents, external agencies and professionals to ensure continuity and quality of provision.
- Champion pupil voice so children with SEND feel heard and involved in decisions about their support.

Teaching & 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 ambitious yet achievable targets for pupils.
- Monitor and maintain a SEND provision map and pupil records.



Leading and Managing Staff

- Provide guidance and CPD opportunities to enhance staff confidence and expertise in SEND.
- Lead regular meetings with staff involved in SEND provision to share updates and good practice.
- Report regularly to SLT and governors on SEN provision and pupil outcomes.
- Foster a collaborative culture where staff learn from one another and feel supported in meeting pupils' needs

Working with Parents and the Wider Community

- Establish strong, supportive relationships with parents and carers.
- Offer clear guidance to families and promote active parental involvement in school life.
- Represent the school positively in external forums and community settings.

Additional Responsibilities

- Engage in appraisal, professional development and whole-school improvement
- Identify, deploy and review SEN resources, managing the SEN budget with the Headteacher and Office Manager
- Ensure spending delivers impact and value for pupils
- Promote the school's inclusive ethos and values
- Attend relevant training, share learning with colleagues, and undertake additional responsibilities as directed

Safeguarding

Safeguarding is something we all share, and together we help keep every child safe. It's important to follow the school's procedures for recording and reporting any concerns, and to support colleagues in doing the same. You'll take part in our annual safeguarding updates, as well as full basic-awareness training every two years, so we can all stay confident and informed. Please ensure you've read, understood, and follow the school's safeguarding policies, including our whistleblowing guidance, so we can maintain a safe and trusting environment for everyone.

Other:

- Follow all school policies, safeguarding procedures and the Trust Code of Conduct, reporting any concerns about the safety or wellbeing of pupils, staff, or visitors.
- Work responsibly and respectfully, promoting inclusion, maintaining confidentiality, and caring for the wellbeing of yourself and others.
- Stay committed to learning and improvement, taking part in training, annual performance management and contributing positively to school and Trust development, as well as attending team meetings.
- Use resources thoughtfully, showing care for school property and the wider environment.

Person Specification

Criteria	Essential	Desirable
Professional Qualifications & Experience	<ul style="list-style-type: none"> • Qualified Teacher Status (QTS) • National Award for SEN Coordination (or willingness to complete within statutory timeframe) • Proven track record of CPD • At least 5 years of successful teaching experience in the primary age range • Evidence of knowledge in quality first teaching and intervention strategies 	<ul style="list-style-type: none"> • Further specialist qualification in SEN (e.g. ASD, SpLD) • Experience at whole-school or senior leadership level • Experience delivering staff training or INSET • Experience collaborating with parents, governors, and the community • Experience monitoring and evaluating effective teaching and learning • Proven experience liaising with external agencies
Professional Knowledge & understanding	<ul style="list-style-type: none"> • Excellent understanding of the SEND Code of Practice & knowledge of SEN legislation, inclusion, and pastoral care • Understanding of EYFS and National Curriculum • Familiarity with a range of SEN interventions • Confident use of ICT, including classroom and assistive technologies • Knowledge of managing SEN provision • Understanding of child protection and safeguarding procedures 	<ul style="list-style-type: none"> • Familiarity with assistive technology
Leadership & management skills	<ul style="list-style-type: none"> • Ability to assess, plan, and evaluate SEN provision • Use of data to inform planning, provision mapping, and interventions • Ability to produce/update CAFs, EHC plans, and statutory documentation • Ability to lead and manage individuals and teams • Excellent communication, collaboration, and negotiation skills (oral, written, and presentation) • Ability to manage workload under pressure • Effective time management and ability to prioritise 	

Personal & professional qualities

- Ability to promote the school's inclusive learning ethos and create a welcoming, inclusive environment
- Ability to work sensitively with staff, parents, and pupils
- Commitment to the Catholic ethos and values of the school
- Passion for inclusion and equal opportunities
- Strong interpersonal skills
- Professional, reliable, and discreet
- Committed to safeguarding and promoting the welfare of children
- Ambition, energy, and enthusiasm for the role
- Satisfactory Safer Recruitment Checks
- Must show understanding of equal opportunities, principles and practices