

Special Educational Needs Coordinator (SENCO)

Reports to

Headteacher / Deputy Headteacher

Responsible for

SEND provision across the school and the coordination of support for pupils with Special Educational Needs and Disabilities.

Core Purpose of the Role

To provide operational leadership for Special Educational Needs and Disability (SEND) across the school, ensuring high-quality provision, compliance with statutory requirements, and the safety, wellbeing, and progress of all pupils. The post-holder will advise and work collaboratively with the Senior Leadership Team.

Key Responsibilities

1. Operational SEND Leadership

- Lead the development and day-to-day implementation of SEND curriculum and provision across the school.
- Ensure all SEND interventions meet statutory requirements and support pupil progress.
- Monitor and review the effectiveness of SEND support and make recommendations for improvement.

2. Statutory Documentation

- Oversee all SEND statutory documentation in compliance with the SEND Code of Practice.
- Lead and quality assure Education, Health and Care Plan (EHCP) applications and reviews.
- Maintain accurate, up-to-date records of SEND provision and pupil outcomes.
- Produce reports for governors, senior leadership, and external agencies as required.

3. Safeguarding

- Lead on safeguarding for SEND pupils, ensuring statutory guidance is followed.
- Act as a designated safeguarding lead (or deputy if applicable) for SEND-related matters.
- Support staff in safeguarding training and awareness for vulnerable pupils.

4. Medical and Health Needs

- Ensure pupils with medical needs have appropriate care plans in place.
- Monitor the administration of medicines and health interventions.
- Provide guidance to staff on supporting pupils with medical or health-related needs.

5. EHCP Applications

- Coordinate the process for new EHCP applications, gathering evidence and liaising with parents and external agencies.
- Ensure statutory timelines are met, and documentation is of high quality.

- Support teachers in understanding and implementing EHCP recommendations.

6. Staff Development

- Provide targeted coaching, mentoring, and guidance to support staff and teaching assistants working with SEND pupils.
- Support staff to deliver high-quality inclusive teaching and interventions.
- Contribute to professional development plans linked to SEND provision.

7. Collaboration

- Work collaboratively with the Senior Leadership Team to advise on SEND strategy.
- Liaise with external agencies, local authorities, and parents to ensure cohesive support.
- Promote inclusion and equality across the school through practical operational guidance.

Person Specification

Qualifications

Essential:

- Qualified Teacher Status (QTS)
- NPQ for SENCO
- Evidence of successful SEND leadership experience

Desirable:

- Further leadership qualification (e.g., NPQSL)

Experience

Essential:

- Operational leadership experience in SEND
- Managing statutory documentation, including EHCPs and safeguarding records
- Working with external agencies and local authorities
- Supporting and line-managing staff

Desirable:

- Experience in medical provision planning and health needs support

Knowledge, Skills & Understanding

Essential:

- Strong understanding of the SEND Code of Practice and statutory requirements
- Knowledge of strategies for inclusion and supporting children with complex needs
- Ability to analyse data to inform provision
- Excellent communication, collaboration, and organisational skills

Personal Qualities

- Passionate about inclusion and high expectations for all pupils
- Solution-focused, reflective, and resilient
- Collaborative and supportive leadership style
- Calm under pressure and highly organised
- Committed to professional development for self and others