



## Special Educational Needs and Disabilities Coordinator (SENDCO)

### Job Description

#### Purpose of the Job

We are seeking a dedicated and experienced Special Educational Needs and Disabilities Coordinator (SENDCO) to join our team. As a SENDCO, you will play a crucial role in promoting and supporting the inclusion of children with special educational needs and disabilities (SEND) within our school.

- Determine the strategic development of special educational needs (SEN) policy and provision in the school.
- Be responsible for day-to-day operation of the SEN policy and co-ordination of specific provision to support individual pupils with SEN or a disability.
- Provide professional guidance to colleagues, working closely with staff, parents, and other agencies.
- The SENDCO will be expected to fulfil the responsibilities of a teacher, as set out in the STPCD.

#### Reporting to

Headteacher

#### Main responsibilities

##### Strategic development of SEN policy and provision

- Have a strategic overview of provision for pupils with SEN or a disability across the school, monitoring and reviewing the quality of provision.
- Contribute to school self-evaluation, particularly with respect to provision for pupils with SEN or a disability.
- Make sure the SEN policy is put into practice, and its objectives are reflected in the Academy Improvement Plan (AIP)
- 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.
- Regularly review and evaluate the effectiveness of SEND provision within the school. Implement changes and improvements as needed to ensure the highest quality of support for children with SEND.

##### Operation of the SEN policy and co-ordination of provision

- Maintain an accurate SEND register and provision map.
- Provide guidance to colleagues on teaching children with SEN or a disability and advise on the graduated approach to SEN support.

- 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, and other external agencies
- Be a key point of contact for external agencies, especially the local authority (LA)
- Analyse assessment data for pupils with SEN or a disability
- Implement and lead intervention groups for children with SEN and evaluate their effectiveness.

### **Support for pupils with SEN or a disability**

- Identify children with SEND through collaboration with teachers, parents, and external agencies.
- Conduct assessments to understand children's needs and develop appropriate support plans.
- Co-ordinate provision that meets the pupil's needs and monitor its effectiveness.
- Ensure that IEPs are implemented effectively, and progress is monitored regularly.
- Secure relevant services for the pupil
- Ensure records are maintained and kept up to date.
- Apply for and review the education, health, and care plan (EHCP) with parents or carers.
- Communicate regularly with parents or carers.
- Ensure if the child transfers to another school, all relevant information is conveyed to it, and support a smooth transition for the child.
- Promote the child's inclusion in the school community and access to the curriculum, facilities, and extra-curricular activities.
- Work as the designated teacher for looked-after children.

### **Leadership and management**

- Work with the headteacher and governors to ensure the school meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements.
- Lead and manage teaching assistants (TAs) working with children with SEN or a disability (currently a team of 9).
- Lead staff appraisals and produce appraisal reports.
- Review staff performance on an ongoing basis
- Prepare and review information the governing board is required to publish.
- Contribute to the Academy Improvement Plan and whole school policy.
- Organize and provide training for staff to enhance their understanding of SEND issues, inclusive teaching practices, and effective differentiation strategies.
- Promote an ethos and culture that supports the school's SEN policy and promotes good outcomes for pupils with SEN or a disability.
- To advise teaching and support staff on relevant teaching and assessment strategies of children with SEN

### **Collaboration and Communication**

- Foster effective communication and collaboration between teachers, parents, and external agencies.
- Provide guidance and support to staff in implementing strategies to meet the diverse needs of students with SEND.

### **Qualifications**

- Qualified Teacher Status (QTS) and additional qualification in Special Educational Needs (SEN) coordination.
- Proven experience working as a SENCO or in a similar role.
- Strong knowledge of SEND legislation, policies, and best practices.
- Excellent communication, interpersonal, and organizational skills.

### **Other Duties of the SENDCO**

- Set a good example in terms of dress, punctuality, and attendance.
- Attend and participate in open days/evenings as agreed.
- Uphold the school's behaviour code and uniform regulations.
- Participate in staff training and team meetings.

### **Safeguarding responsibilities**

- Promote and safeguard the welfare of all children and young people within the Trust.
- Uphold public trust and maintain high standards of ethics and behaviour, within and outside school by:
  - Treating children with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to the school environment.
  - Promoting and safeguarding students' wellbeing.
  - Showing tolerance of and respect for the rights of others and promoting a culture of inclusion.

### **General responsibilities**

- Have a proper and professional regard for the ethos, policies and practice of the Academy and Trust.
- Understand, and always act within, the relevant professional standards and statutory frameworks. This includes those relating to Health & Safety, security, confidentiality, and data protection.

Please note that this is illustrative of the general nature and level of responsibility of the role and not a comprehensive list of all tasks. The postholder may undertake other duties appropriate to the role. This job description may be subject to amendment at any time after consultation with the postholder.

## Person Specification

<b>Qualifications and Experience</b>	<b>Essential</b>	<b>Desirable</b>
Qualified Teacher Status	✓	
NASENCO Qualification		✓
Experience of teaching across all primary key stages		✓
Experience of conducting training/leading INSET		✓
<b>Professional Knowledge &amp; Understanding</b>	<b>Essential</b>	<b>Desirable</b>
Secure knowledge of SEND practice and strategies	✓	
Able to use assessment to plan, support and evaluate learning interventions	✓	
Able to promote and evaluate Quality First Teaching Strategies	✓	
Aware of developing SEN practice and government requirements		✓
Proven ability to develop and manage others and disseminate good practice	✓	
Data analysis skills and the ability to use data to inform provision planning		✓
Ability to build effective working relationships	✓	
<b>Personal Qualities and Skills</b>	<b>Essential</b>	<b>Desirable</b>
High levels of social skills, dealing sensitively with staff, parents and other members of the school community	✓	
Excellent planning and organizational skills	✓	
Ability to work under pressure and prioritise effectively	✓	
Adaptable and able to work with changing priorities	✓	

**Last review date:** April 2026