

## Appointment of Special Educational Needs Co-Ordinator (SENDCo)

<b>Reports to:</b>	<b>Head of School</b>
<b>Location:</b>	<b>Greet Primary School</b>
<b>Contract:</b>	<b>Permanent</b>
<b>Pattern:</b>	<b>Full Time, 32.50 hours per week</b>
<b>Closing date:</b>	<b>9.00am on Thursday 16<sup>th</sup> April 2026 (Shortlisting Friday 17<sup>th</sup> April)</b>
<b>Interviews:</b>	<b>Thursday 23<sup>rd</sup> April 2026</b>
<b>Salary:</b>	<b>L2 – L6 (£53,069 - £58,569 )</b>

### About the role:

No limits to what we can achieve. At Greet Primary School, we believe there are no ceilings on any child's potential. We are a lively, friendly, warm and welcoming four-form entry school serving a richly diverse community in Sparkhill. Inclusive practice sits at the heart of our school vision, driven by aspiration and underpinned by our values of achieving excellence, social intelligence, and ethical lives.

We are seeking a SENDCo to join our middle leadership team, working closely alongside Senior Leaders, to champion high-quality provision for pupils with SEND from Nursery to Year 6. The role includes line management of our on-site Enhanced Provision Class (staffing and provision), ensuring the most effective support for pupils with complex needs. You will provide both strategic leadership and day-to-day coordination of SEND, ensuring the graduated approach is embedded, statutory duties are met, and that classroom practice is consistently inclusive, ambitious and evidence-informed.

### Key Responsibilities:

- Lead the strategic development of SEND across the school (Nursery–Y6), aligned with our mission of “no limits to what we can achieve.”
- Line manage the Enhanced Provision Class team, including timetabling, provision mapping, performance development, and safeguarding culture.
- Oversee the SEND register, identification pathways, and Assess–Plan–Do–Review cycles, ensuring robust, measurable outcomes and no ceiling expectations for progress and independence.
- Coordinate EHCP applications, annual reviews, and top-up funding, ensuring full compliance with the SEND Code of Practice (2015) and school/Trust policies.
- Forge and sustain strong, long-lasting relationships with external agencies (EP, SALT, OT, CAMHS, Specialist Teachers), integrating advice into classroom practice.
- Work closely with class teachers and year leaders to ensure quality-first teaching, adaptive approaches, and purposeful reasonable adjustments.
- Lead professional learning for teachers and support staff; coach colleagues to build confidence, social intelligence, and pedagogical expertise.
- Use data insightfully to track impact, evaluate interventions, and report to SLT, governors and families with clarity and integrity.
- Champion pupil and family voice, ensuring partnerships that reflect ethical lives and dignity for every learner.

*See Job Description & Person Specification for full details.*

**You will have the following skills/ experience:**

- Qualified Teacher Status (QTS) is essential.
- NASENCO (National Award for SEN Coordination) or a commitment to complete it within the required timeframe.
- Successful experience leading or coordinating SEND provision (school wide or phase), including enhanced or specialist provision (desirable).
- Understanding of inclusive classroom practice, the graduated approach, and statutory SEND processes (EHC needs assessments, annual reviews, and funding).
- A relentless belief in aspiration and high expectations for every pupil—no ceilings, no limits.
- Excellent communication skills with pupils, families, staff and multi-agency partners; able to influence, coach and build capacity.
- Values-driven leader who models achieving excellence, social intelligence, and ethical lives in daily practice.

**We offer:**

- A warm, welcoming and highly supportive staff team in a vibrant four-form entry primary.
- A visible, collaborative leadership culture—you'll work closely with Senior Leaders and be a key member of middle leadership.
- Dedicated leadership time for SENDCo responsibilities and wellbeing-conscious workload planning.
- A well-established network of external agency partners and an Enhanced Provision Class on site.
- Pupils who are curious, creative and aspirational, and families who value strong home-school partnerships.
- Ongoing professional development, including support for NASENCO (if required) and wider leadership growth.

**How to Apply:**

**For more information about the role please contact Shirley Queenan, School Business Manager. Tel: 0121 464 3360**

Applications via MyNewTerm online platform.

We warmly encourage visits to school. To arrange a visit please contact Shirley Queenan on the number above.

**Create Partnership Trust is committed to safeguarding and protecting our children and young people. All posts are subject to a safer recruitment process which includes enhanced criminal records and barring checks, scrutiny of employment history, robust referencing and other vetting checks. Our safeguarding system is underpinned by policies and procedures which encourage and promote safe working practice across the Trust. On joining you will be required to undergo continuous professional development to maintain safe working practice and to safeguard our children and young people.**

*This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. Which means that when applying for certain jobs and activities certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Further information about filtering offences can be found in the [DBS filtering guide](#).*

*This post is covered by part 7 of the immigration act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement of this role.*

*Online searches are carried out on all shortlisted candidates for positions at Create Partnership Trust. The searches are carried out to identify any incidents or issues that have happened, and are publicly available online, which the Trust might want to explore with the candidate at interview. Please find a link to our safeguarding policy <https://www.create.org.uk/policies-documents> you are encouraged to read this policy prior to applying to work with us.*

**CREATE PARTNERSHIP TRUST IS COMMITTED TO PROMOTING A DIVERSE AND INCLUSIVE WORKFORCE**