



Job Description

Post Title:	Special Educational Needs Coordinator (SENCO)
Reporting to:	Headteacher
Salary/Grade:	Dependent on experience, TLR2 available
Disclosure level	Enhanced DBS Check
Main Purpose	
- To lead and develop high-quality SEND provision across the school, ensuring that pupils with special educational needs and disabilities are fully included, able to thrive and achieve ambitious outcomes. - To provide strategic leadership for SEND, supporting staff, pupils and families to create an inclusive learning environment where every child is known, valued and supported to reach their potential.	
Key Responsibilities	
Strategic Leadership - Lead the strategic development of SEND provision across the school. - Ensure the school's SEND provision complies with statutory requirements and the SEND Code of Practice. - Develop, implement and evaluate the school's SEND policy and provision map. - Advise the Headteacher, Senior Leadership Team and Governors on SEND matters and emerging priorities. - Contribute to whole-school improvement planning, ensuring inclusion is embedded across all aspects of school life. - Monitor and evaluate the effectiveness of SEND provision and use evidence to drive continuous improvement.	
Teaching, Learning and Curriculum - Promote high-quality, inclusive teaching and adaptive practice for all pupils with SEND. - Support teachers in identifying barriers to learning and implementing effective classroom strategies. - Monitor the progress, attainment, attendance and wellbeing of pupils with SEND. - Ensure appropriate interventions are planned, delivered and evaluated for impact. - Work alongside leaders and staff to ensure that pupils with SEND access a broad, balanced and ambitious curriculum. - Support effective transition arrangements for SEND pupils between classes, key stages and educational settings.	
Leadership and Staff Development - Line-manage and support Teaching Assistants and other staff involved in SEND provision. - Provide professional guidance, coaching and training for teachers and support staff. - Promote a culture of high expectations and shared responsibility for SEND outcomes. - Support staff in implementing Education, Health and Care Plans (EHCPs) and personalised learning plans.	
Working with Families and External Agencies - Build strong and positive partnerships with parents and carers. - Provide impartial advice and guidance, signposting families to relevant support services where appropriate.	

- Lead annual reviews and contribute to statutory assessment processes.
- Liaise effectively with educational psychologists, health professionals, social care services and other external agencies.
- Ensure families are kept informed and involved in decisions affecting their child's education and wellbeing.
- Arrange workshops, information sessions and opportunities for parental engagement where appropriate.

SEND Administration and Compliance

- Maintain accurate and compliant SEND records.
- Oversee the effective management of EHCPs and other SEND documentation.
- Coordinate reviews, referrals and assessments within required timescales.
- Manage SEND resources and contribute to the effective use of delegated SEND funding.
- Prepare reports and updates for governors, senior leaders and external agencies as required.

Safeguarding and Inclusion

- Support the school's safeguarding culture, recognising the additional vulnerabilities that some pupils with SEND may experience.
- Promote equality of opportunity and ensure all pupils are treated with dignity and respect.
- Champion inclusion, attendance, participation and belonging for pupils with SEND.
- Contribute to positive behaviour approaches and individual learning plans where SEND-related needs are identified.

Person Specification

Essential Knowledge

- Secure understanding of the SEND Code of Practice and current SEND legislation.
- Knowledge of effective inclusive teaching and learning strategies.
- Understanding of a range of SEND needs, including communication and interaction, cognition and learning, social, emotional and mental health needs, and sensory and/or physical needs.
- Understanding of safeguarding responsibilities.

Essential Experience

- Successful teaching experience.
- Experience of supporting pupils with SEND to achieve positive outcomes.
- Experience of analysing pupil progress and using data to improve provision.
- Experience of working collaboratively with families and external professionals.
- Experience of leading or contributing to school improvement initiatives.

Essential Skills and Attributes

- Strong interpersonal and communication skills.
- Ability to build positive relationships with pupils, families and staff.
- Ability to lead, motivate and develop others.
- Excellent organisational and record-keeping skills.
- Ability to prioritise workload and meet statutory deadlines.
- Commitment to inclusion and achieving the best outcomes for all pupils.



Qualifications

- Qualified Teacher Status (QTS).
- National Award for SEN Coordination, or willingness to complete the qualification within the required timeframe.
- Further leadership or SEND-related qualifications are desirable.

General

The post holder will:

- Support and promote the vision, values and ethos of Speenhamland School.
- Participate in performance management and professional development.
- Undertake any reasonable duties required by the Headteacher that are consistent with the responsibilities of the post.
- Be committed to safeguarding and promoting the welfare of children and young people.

This School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.