St. Mary's CEVC Primary School

Job description: Special Educational Needs Co-ordinator (SENDCo)

There is the opportunity to be appointed as Assistant Headteacher for a candidate with the right skill set

Salary: SENDCo role only - Upper Pay Scale; Inclusion Lead or SENDCo plus Assistant Headteacher - Leadership Scale L1-L3

Contract type: Full time, permanent

Reporting to: Headteacher

Main Purpose

The Inclusion Lead / SENDCo will ensure that every child flourishes, regardless of their starting point. The role requires a compassionate, ambitious and reflective practitioner committed to securing the best possible outcomes for pupils with SEND. The successful candidate will lead and coordinate ordinarily available provision and will monitor and evaluate targeted support for pupils with special educational needs and/or disabilities across the school, ensuring that every pupil receives the individualised support they need to thrive.

About the Role

St Mary's CEVC Primary School is ambitious in its inclusive approach. This role offers the opportunity to build on strong foundations whilst helping to shape the future of inclusion across the school, making a meaningful difference to the lives of pupils and families.

This is far more than a coordination role. It is an opportunity to innovate and advocate for some of the school's most vulnerable learners, ensuring that every pupil is understood, supported and empowered to achieve their full potential. As Inclusion Lead/ SENDCo, you will play a pivotal role in shaping the quality of provision across the school, providing the expertise needed to ensure pupils receive tailored support that enables them to flourish academically, socially and emotionally. Working collaboratively with teachers, families and external professionals, you will champion inclusive practice and ensure that statutory responsibilities are met with excellence and compassion, whilst remaining responsive to evolving SEND reforms and local and national developments.

Strategic Development

- Have a strategic overview of provision across the school, monitoring and reviewing its quality
- Contribute to school self-evaluation, particularly in relation to SEND and disability provision
- Ensure that the SEND policies are implemented effectively
- Lead and develop the school's SEND provision in line with current legislation, best practice and an inclusive ethos
- Oversee the identification, assessment and support of pupils with SEND to secure the best possible outcomes
- Lead the development and complete the review of EHCPs, ensuring statutory compliance and meaningful involvement of pupils and families
- Monitor pupil progress and use data to inform effective interventions that improve achievement and wellbeing
- Coach staff in high-quality practice, adaptive teaching and trauma-informed approaches
- Build strong partnerships with families, parents, carers and external agencies, including Educational Psychologists and the Local Authority

- Contribute to whole-school improvement and strategic development, including aspects of the inspection framework for suitably experienced candidates

SEND Policy and Coordination of Provision

- Maintain an accurate SEND register and ensure documentation is kept up to date in line with current reforms
- Provide guidance to colleagues on teaching pupils with SEND and/or disabilities and advise on the Somerset Graduated Response approach to SEND support
- Advise colleagues on the use of adapted teaching strategies tailored to individual pupils' needs
- Monitor children's funded levels, notional funding, high needs funding and other resources so that pupils' needs are met effectively
- Maintain knowledge of the provision available through the Somerset local offer
- Act as a key point of contact for external agencies, particularly the Local Authority
- Analyse assessment data for pupils with SEND and/or disabilities
- Coordinate interventions for pupils with SEND and evaluate their effectiveness

Inclusion Leadership

- Play an active role within the Senior Leadership Team by working alongside the Headteacher and Governors to ensure the school meets its responsibilities under the Equality Act 2010 in relation to reasonable adjustments and access arrangements
- Prepare and review information that the Governing Board is required to publish
- Contribute to the School Development Plan and whole-school policy
- Identify staff training needs and plan how these will be met
- Lead SEND related training during INSET sessions
- Share procedural information, including the school's SEND policy
- Promote an ethos and culture that supports the SEND policy and leads to positive outcomes for pupils with SEND and/or disabilities
- Lead and manage Teaching Assistants working with pupils with SEND and/or disabilities
- Contribute to and/or lead staff appraisals and produce appraisal reports
- Review staff performance on an ongoing basis, where appropriate

Safeguarding

The SENDCo will be required to safeguard and promote the welfare of children and young people and to follow all school policies and the staff code of conduct.

- Liaise and work closely with the Designated Safeguarding Lead on matters relating to the safeguarding and welfare of pupils with SEND
- Remain alert to the fact that pupils with SEND may be more vulnerable to safeguarding concerns
- Deputy Safeguarding Lead – complete the required training and work as part of the Safeguarding Team.

Assistant Head Role (optional)

- Work as part of the SMT, supporting the day to day running of the school alongside the Headteacher and Deputy Headteacher.

Personal Specification

Criteria	Essential	Desirable
Qualifications and training	• Qualified Teacher Status (QTS) • Holds NASENCo or the NPQ for SENCOs, or is willing to complete the qualification within three years of appointment	• Further leadership or SEND-related professional development
Experience	• Teaching experience across the primary phase • Experience of working with pupils with a range of SEND • Experience of contributing to self-evaluation and development planning	• Experience of delivering training and/or leading INSET • Experience of line managing staff
Skills and knowledge	• Understanding of what constitutes high-quality, adaptive teaching and effective intervention strategies • Ability to plan, monitor and evaluate interventions • Strong data analysis skills and the ability to use data to inform provision planning • Effective communication and interpersonal skills • Ability to build positive working relationships • Strong record-keeping skills	
Personal qualities	• Commitment to securing the best outcomes for pupils and promoting the ethos and values of the school • Commitment to equal opportunities and securing positive outcomes for pupils with SEND and/or disabilities • Ability to prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality	• Resilience, flexibility and a willingness to take initiative • A collaborative and solution-focused approach

Notes:

This job description is intended to illustrate the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the SENDCo will carry out. The postholder may be required to undertake other duties appropriate to the level of the role, as directed by the Headteacher.

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document and those described in the job description for a Class Teacher. The job description may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the role, commensurate with the salary and job title.