

SENDCo (Special Educational Needs and Disabilities Co-ordinator)

Job Description

Key Responsibilities

1. Strategic Leadership of SEND

- Lead the development and implementation of the school's SEND policy in line with the SEND Code of Practice
- Be a part of the successful Leadership Team, working closely on a daily basis with the Headteacher and Deputy Headteacher.
- Maintain an accurate and up-to-date SEND register
- Analyse data to monitor progress and attainment of pupils with SEND
- Contribute to the school development plan with a focus on inclusion

2. Management of Specialist resourced provision

- Oversee the day-to-day running of the resourced provision
- Ensure provision meets the needs outlined in pupils' Education, Health and Care Plans
- Support inclusion opportunities between mainstream classes and the provision
- Liaise with parents/carers regarding progress and wellbeing

3. Teaching and Learning

- Support staff in delivering high-quality, inclusive teaching
- Model effective strategies for supporting pupils with SEND
- Monitor and evaluate the impact of interventions
- Teach small groups or individuals where appropriate
- Occasionally provide whole class cover
- Monitor pupil progress and ensure strong outcomes for children with SEND

4. Staff Support and Development

- Provide guidance, coaching, and training for teachers, teaching assistants and support staff
- Lead CPD on SEND and inclusive practice
- Manage and deploy teaching assistants effectively within both mainstream and provision settings

5. Multi-Agency Working

- Work closely with external professionals, agencies and families
- Coordinate referrals and implement recommendations
- Lead Early Help Plans to support the needs of SEND pupils or vulnerable learners
- Take on the role of Teacher for Looked After Children and previously looked-after children

6. Safeguarding and Inclusion

- Ensure all pupils with SEND are fully included and safeguarded
- Play a key role in the Safeguarding Team, as one of the Deputy Designated Safeguarding Leads in the school
- Promote equality of opportunity and access to the curriculum
- Support positive behaviour and emotional wellbeing

7. Compliance and Administration

- Ensure statutory requirements are met, including annual reviews of EHCPs
- Maintain accurate records and documentation
- Prepare reports for governors, local authority, and Ofsted inspections

Person Specification

Essential

- Qualified Teacher Status (QTS)
- National Award for SEN Coordination (or willingness to achieve it)
- Experience working with children with SEND
- Experience of teaching children at primary school age.
- Knowledge of SEND legislation and best practice
- Strong organisational and leadership skills

Desirable

- Experience of teaching children at Key Stage 2
- Experience working in or managing a resourced provision
- Experience with specific needs (e.g., ASD, SEMH, speech & language)
- Leadership experience
- Experience of, or a willingness to complete Level 2 and 3 Safeguarding training, in order to act as a DDSL.

Key Skills and Attributes

- Excellent communication and interpersonal skills
- Ability to lead and inspire staff
- Strong problem-solving and organisational ability
- Commitment to inclusive education

Additional Responsibilities

- Participate in staff meetings, training, and school events
- Contribute to the wider life of the school – e.g., Residentials, Parents Evenings.