

Lincoln Christ's Hospital School

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Job Description for Associate Senior Leader – SENDCo

The appointment is subject to the current conditions of employment for teachers contained in the School Teachers' Pay and Conditions Document and other current education legislation. The postholder is expected to meet the Teachers' Standards as set out by the Department for Education, demonstrating high standards of ethics and behaviour, and maintaining public trust in the teaching profession. The role will be carried out in accordance with Keeping Children Safe in Education statutory guidance.

Job Title	Associate Senior Leader – SENDCo
Remuneration	Leadership Scale L10 – L14
Reporting to	Deputy Headteacher
Responsible for	Learning Support Assistants (LSAs), SEND Administration staff, and Transition Group Staff
Purpose of Job	The Associate Senior Leader – SENDCo will provide strategic and transformational leadership for SEND provision across the school, ensuring that every learner with additional needs is empowered to achieve excellence. They will drive high-quality teaching, targeted intervention and inclusive practice, holding accountability for outcomes and championing a culture where adaptive teaching secures strong academic, social and emotional progress for all.
Introduction	This is a non-teaching role with whole-school strategic responsibility for SEND provision. The successful candidate will hold the NPQ for SENDCOs or be committed to undertaking the qualification on appointment and completing it within three years. Salary will be aligned accordingly, starting at L12 for qualified candidates and L10 for those working towards the NPQ.

Main Duties – Associate Senior Leader – SENDCo

The duties outlined below reflect the strategic scope of the role and are not exhaustive. The postholder may be required to undertake other duties commensurate with the level of the post.

Strategic Leadership of SEND

- Provide strategic leadership and accountability for the quality, impact and statutory compliance of SEND provision across the school.
- Maintain and quality-assure the SEND register, ensuring accurate identification, robust student profiles and clear communication of need.
- Lead the development, implementation and evaluation of the SEND strategy to secure strong academic, social and emotional outcomes.
- Monitor and report on the progress and attainment of pupils with SEND, providing regular analysis to the Senior Leadership Team and Governors.
- Oversee SEN Higher Needs Funding, ensuring effective and transparent deployment of resources.
- Keep abreast of national developments, including the SEND Code of Practice and local authority requirements, advising senior leaders and governors accordingly.
- Lead policy development and ensure all SEND documentation remains current and compliant.
- Contribute strategically to the School Self-Evaluation Form (SEF) and School Development Plan, leading the SEND strand and evaluating the impact of provision on whole-school performance.
- Hold direct accountability for the academic progress, attendance, behaviour and engagement of pupils with SEND, ensuring gaps are identified swiftly and addressed through high-impact action.
- Ensure all pupils with SEND have equitable access to high-quality teaching, appropriate curriculum pathways and effective support, removing barriers to participation and achievement.
- Evaluate whole-school performance through the lens of inclusion, advising senior leaders on priorities, resource allocation and improvement strategies to secure excellent outcomes for vulnerable learners

Statutory Responsibilities and External Partnerships

- Lead all statutory processes including EHC Needs Assessments, Annual Reviews and EHCP consultations, ensuring legal compliance and high-quality documentation.
- Act as the school's lead professional in liaison with external agencies, including Educational Psychology, Specialist Teaching Teams, Community Paediatrics and other relevant services.
- Oversee transition arrangements to ensure continuity of provision for pupils moving into, within and beyond the school.
- Maintain oversight of Lincolnshire's Local Offer and associated systems (including Perspective Lite) to ensure alignment with local expectations.

Teaching, Learning and Intervention

- Champion inclusive, adaptive teaching across the school, ensuring high-quality classroom practice meets the needs of all learners.
- Design, implement and evaluate targeted intervention strategies informed by robust screening and data analysis.
- Ensure effective referral systems are in place to identify and assess unmet need.

- Support Raising Standards and pastoral processes where SEND provision is a key factor.
- Ensure accurate assessment, recording and reporting of pupil progress within SEND provision.

Leadership and Line Management

- Line manage and develop the SEND team, including Learning Support Assistants, securing high performance, accountability and professional growth.
- Deploy LSAs strategically to meet statutory and identified needs effectively.
- Foster a collaborative and reflective team culture that prioritises high expectations and shared responsibility for outcomes.
- Coordinate mentoring and student support programmes for pupils with SEND.

Partnership with Parents and the School Community

- Build strong, constructive relationships with parents and carers, ensuring clear communication and meaningful involvement in planning and reviewing provision.
- Attend parental consultation events and lead high-quality meetings relating to SEND provision.
- Work collaboratively with pastoral and inclusion leaders to secure cohesive and effective support systems.

Wider Professional Responsibilities

- Promote equality, diversity and inclusion in all aspects of provision and leadership.
- Contribute to whole-school improvement planning as a member of the extended senior leadership team.
- Demonstrate ongoing professional development and leadership growth in SEND practice.

Not all of the above duties will need to be performed all of the time and will vary according to the needs of the school at different points.

This job description will be reviewed at regular intervals and is subject to change as the needs of the school evolve.