

**Hooton Pagnell All Saints C of E Primary School**

**Part Time Inclusion Lead / SENDCo**

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| **Information about the post** | |
| Job Title: | Part Time Inclusion Lead/ SENDCo |
| Salary Details: | MPS / UPS +TLR |
| Job Details: | 2.5 days / week - Term time only – non class based.  Permanent |
| Vacancy Reference: | HPP/06/25/SENDCO |
| **Application process** | |
| Closing Date: | Monday 23rd June 2025 at 12pm |
| Shortlisting Date: | Tuesday 24th June 2025 |
| Interview Date: | Friday 27th June 2025 |
| Start date: | Monday 1st September 2025 |

Hooton Pagnell All Saints C of E Primary School is a nurturing, inclusive, and values-driven school located in the heart of the village of Hooton Pagnell. Rooted in Christian ethos, we are committed to providing a supportive environment where every child can flourish academically, socially, and spiritually.

We are seeking an experienced and passionate Inclusion Lead/ SENDCo to join our dedicated team. This is a non-class-based role, allowing the successful candidate to focus on leading and coordinating our SEND provision effectively.

**Key Responsibilities:**

* Lead Inclusion as SENDCo and Pupil Premium Champion, developing inclusive strategies and supporting disadvantaged pupils.
* Provide day-to-day coordination of SEND provision for individual pupils.
* Oversee SEND provision: SEN profiles, EHCPs, liaising with families and external agencies.
* Promote inclusive teaching and restorative practice, maintaining a purposeful learning environment.
* Act as a role model of inclusive practice and support teachers in developing effective SEND teaching and learning.
* Communicate clearly with parents and carers about inclusion, reporting via feedback, formal reports, and consultations.
* Ensure safeguarding, pupil wellbeing, and equality in all practices.
* Lead strategic development of SEND policy and provision, contributing to the School Improvement Plan and presenting pupil performance data to SLT, Governors, and Ofsted.
* Champion the Pupil Premium Strategy and lead related initiatives.
* Implement and lead the school’s Trauma Informed Trust work.

**Essential Criteria:**

* Qualified Teacher Status (QTS).
* National Award for Special Educational Needs Coordination (NASENCO) or willingness to complete within three years of appointment.
* Proven experience in a SEND leadership role within a primary school setting.
* In-depth knowledge of the SEND Code of Practice and current legislation.
* Excellent communication, interpersonal, and organizational skills.
* Commitment to safeguarding and promoting the welfare of children.

**Desirable Criteria:**

* Experience in a Church of England school or understanding of Christian values in education.
* Experience in leading staff training and development.
* Familiarity with a range of SEND needs, including ASD, ADHD, and speech and language difficulties.

**We Offer:**

* A supportive and collaborative staff team committed to inclusive education.
* Opportunities for professional development and career progression.
* A positive and caring school environment with well-behaved and enthusiastic pupils.
* Strong links with the local community and church.

**Application Process:**

To apply, please complete the online application form via the DfE Teaching Vacancies website <https://teaching-vacancies.service.gov.uk/> or the downloadable version via the JMAT website <https://www.jmat.org.uk/jmat-vacancies>

We would be delighted to welcome you to our school for a visit — it’s the best way to experience our caring ethos and school community. To arrange an appointment, please contact Mrs H Thorpe (Headteacher) via:

Email: school@hp.jmat.org.uk

Tel: 01977 642054

**Safeguarding:**

Hooton Pagnell All Saints C of E Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All appointments are subject to appropriate pre-employment checks, including an enhanced Disclosure and Barring Service (DBS) check, in line with *Keeping Children Safe in Education*.

As an organisation using the DBS to assess applicants’ suitability for positions included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order, we fully comply with the DBS Code of Practice and are committed to the fair treatment of all applicants and staff, regardless of background.

A criminal record will not necessarily bar you from working with us – this depends on the nature of the role and the details of any offence(s).

If shortlisted, you will be as- ked to complete a Criminal Records Declaration Form. Any disclosures will be handled with sensitivity and discussed openly before any decision is made. Failure to disclose relevant information may result in the withdrawal of an offer or dismissal.

We look forward to hearing from you.

Helen Thorpe

Headteacher