

St. John's CofE (VA) Primary School
Spring Park Road
Shirley
Surrey
CR0 5EL



020 8654 2260

Inclusion Lead, Special Educational Needs and Disabilities Coordinator (SENDCO)
Full or Part-time

Tenable from: 5th January 2026

Pay range: MPS/UPS plus TLR 2b

Contract: Permanent, full or part-time

We are offering an exciting opportunity to join our Senior Leadership Team as one of two Inclusion/SEND Managers here. St. John's is a dynamic and successful two-form entry school with a positive ethos and strong family values; our children make good progress. We are looking for a highly effective person who will be able to provide strategic and day-to-day management for children with a range of additional needs throughout the school. We want to appoint an excellent teacher with the right skills and personality to develop and oversee the implementation of the school's SEND strategy and policy, to be non-class based with the responsibility for the co-ordination of inclusion throughout the school.

The successful candidate will be experienced in leading inclusion and will have a good theoretical and practical knowledge and understanding of supporting children. Working closely with a part-time colleague, they will take responsibility for the effective management of the education and welfare of SEND, LAC, EAL and PPG across the school. They will also support colleagues across the school to cater for the wide-ranging needs of the children. Experienced teachers who are currently training or looking to become a SENCO are also invited to apply. The job description and grade for this will depend on the applicant's experience.

St. John's offers you:

- highly motivated and happy children who strive to achieve their best
- collaborative, supportive and dedicated colleagues
- a well-resourced and innovative learning environment in our spacious well-maintained buildings and grounds
- a friendly and supportive school community
- high quality bespoke opportunities for professional development
- good public transport links and free parking
- access to a free Employee Assistance Programme

We would love to hear from you if you...

- are looking for the right school to develop and progress as a prospective or experienced SENDCO
- are a creative and inspirational teacher who has outstanding practice
- have a proactive inclusive approach and are innovative and passionate about learning and teaching
- are committed to raising standards and helping all children to achieve their best
- are an excellent communicator and have strong interpersonal skills; can foster effective relationships with colleagues and stakeholders verbally and in writing.

- are in sympathy with our whole school ethos and have an understanding of the distinctiveness of church schools; you don't have to be Christian to play a full part in our school community.

We welcome visits to the school prior to application so you can meet the team and see us in action. You are encouraged to explore our website to enjoy a virtual tour of the school <https://www.st-johns.croydon.sch.uk/about/take-a-tour/> before booking an appointment to visit in person: School Office: 0208 654 2260

If working with us appeals to you and you have the skills, experience and personality we're looking for **please submit your application by 8am Monday 3rd November**. Interviews and assessments are due to take place w'b 10th and/or 17th November.

Please note: Based on the quality and quantity of applications received, the School reserves the right to close this vacancy sooner than the specified closing date. Applicants will be notified of this where possible. Therefore, early applications are encouraged.

CVs or agency enquiries are not accepted.

St John's School is committed to safeguarding and protecting all our children by implementing robust safer recruitment practices. We identify and reject any applicants who are unsuitable to work with children. We will respond to concerns about the suitability of applicants during the recruitment process and about employees and volunteers once they have begun their role here with us. All new staff and volunteers participate in an induction which includes child protection and are signposted to our supporting policies and procedures.

As this role involves working with children, it is exempt from the Rehabilitation of Offenders Act 1974 – this means that you are required to declare any convictions, cautions, reprimands and final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). The amendments to the Exceptions Order state that certain 'spent' convictions and cautions are 'protected' and are therefore not subject to disclosure to employers and cannot be taken into account. References for shortlisted candidates will be sought prior to interview and an Enhanced Disclosure via the DBS will be completed on the successful applicant.

Photographic identification and certificates of all relevant qualifications will need to be provided at the interview stage.

St John's School is committed to positively tackling discrimination in all its forms and works to ensure that all sections of the community have fair and equal access to and experience within employment. We welcome applicants from all backgrounds and communities, in particular those that are currently underrepresented in our workforce; we are respectful of all individuals' race, age, religion, gender identity, sexual orientation, caring responsibilities, disabilities and cultural background.

In line with the UK General Data Protection Regulation (UKGDPR) and the expected provisions of the Data Protection Act 2018 (DPA 2018) the school is responsible for holding and protecting personal data. The school is required to share some data with the Local Authority and the DFE. For further information on who we share data with please see our website for our Privacy Notices.

