

Recruitment Job Pack Interim SENDCO



Netley Primary School & Centre for Autism



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NETLEY
PRIMARY SCHOOL

Netley Campus, 74 Stanhope Street, London NW1 3EX Tel: 020 3772 0350

email: admin@netley.camden.sch.uk www.netley.camden.sch.uk

26th May 2026

Executive Headteacher John Hayes

Head of School: Gareth Morris

Welcome to Netley Primary School!

Our reputation for excellent SEND provision has meant an increasing number of parents are choosing to apply to Netley for a mainstream place. We are now looking to expand our SENDCo team to offer additional support to staff and to ensure our excellent provision is maintained. We are looking for an experienced and outstanding practitioner to join our team. Whether you are a current class teacher/Senior Leader or a retired Head/SLT looking to continue to share your expertise in a forward thinking setting, this is an exciting opportunity to work in conjunction with an experienced SENDCo- to collaborate and further develop our innovative strategies to support children with SEND, and the teachers of children with SEND. The role will support mainstream and Woodlands (Yr 1-6) children, collaborating with the Interim Lead SENDCo (EYFS) and the SEND team in Woodlands ARP.

There may also be a small teaching commitment (small groups) as part of the role.

The school comprises a mainstream primary school and Woodlands (Centre for Autism). It is set in Netley Campus which includes Robson House PRU. We are a large, culturally and socially diverse school with a strong inclusive ethos, driven by a committed and happy staff. The school is set in Regents Park estate, an area which has one of the highest poverty indices in England. We are very proud to have a centre for children who have Autism and Acorns, our provision for two year olds.

Please refer to the Person Specification when completing the application form, addressing all of the essential criteria. Reference should also be made to any of the desirable criteria if applicable.

All completed application forms should be emailed to jobs@netley.camden.sch.uk marked '**INTERIM SENDCO Application**'.

- Alternatively you may post or hand-deliver documents to Netley Primary School, 74 Stanhope Street, NW1 3EX, marked '**INTERIM SENDCO Application**'.

You are strongly encouraged to visit the school and this can be organised by contacting the school on 020 3772 0350 or by emailing jobs@netley.camden.sch.uk.

Completed application forms must be labelled 'SENDCO application' and received by **12.00 noon Monday 15th June 2026**.

Interviews will take place on the week of: **22nd June 2026**

If you have not heard from us by this time, then please note that on this occasion, your application has not been successful. Good luck!

Yours sincerely

Gareth Morris **Head of School**



Job Description

INTERIM SENDCO initially until August 2027

(Role to be across mainstream and Woodlands collaborating with the wider SEND team)

The appointment is subject to the current conditions of employment for teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and other current legislation.

This job description may be amended at any time following discussion between the Headteacher and member of staff, and will be reviewed annually.

Grade: MPS/ UPS +TLR2

Interim SENDCO (MPS/UPS + SEND allowance + TLR2)

Line Manager To: Child Support Assistants & Senior Playground Supervisor

Line Manager: Interim Lead SENDCo and Head of School

Qualifications: Has a recognised SENDCo qualification

Job Purpose:

The SENDCO will report to the Interim Lead SENDCo and Senior Leadership Team, contributing significantly to the strategic work of the school by raising awareness of SEND issues in Woodlands, and for children in the mainstream, ensuring that there is high quality provision and that parents have access to information which will support their child make progress. They will work closely with other members of the Inclusion Team; Head of Woodlands, Interim Lead SENDCo, Family Support Worker and Safeguarding Lead.

In addition to the duties of a teacher, as set out in the schoolteachers' pay and conditions, the post holder will undertake the following responsibilities:

- To be a highly credible professional role model for staff through their outstanding teaching, and ability to support, challenge and coach colleagues.
- To lead on the implementation of the SEND policy and procedures including any statutory assessment, and formulating the school's Local Offer ensuring this is communicated to the parents and keeping the website updated.
- To identify the needs of SEND children across Netley, in particular at entry points, make referrals, write EHC Plans and hold Structured Conversations. To lead on Annual Reviews and ensure all the accompanying paperwork is completed to a high standard and to statutory time frames. For children Year 1-6 and Woodlands, collaboration with the Head of Woodlands and Interim Lead SENDCo and Phase Leaders to identify SEND needs and complete referrals, paperwork and annual reviews.
- To lead on the provision map for children on caseload and ensure that the provision, planning and quality of teaching is differentiated to meet the needs of SEND pupils and lead on specialised intervention programmes

- To work closely with the Head of Woodlands, Interim Lead SENDCo and SLT to develop systems for monitoring and recording progress made by all pupils towards the achievements of targets set, including Evidence for Learning and SCERTs frameworks.
- To ensure that teachers and teaching staff have the reports, targets and multi-professional reports that they need in order to provide high quality teaching to the children in their class.
- To work closely with the Senior Leadership team to enable documentation for multi-agency meetings with professionals of external agencies is well prepared to ensure best possible outcomes for SEND pupils.
- To support the Senior Leadership Team to collate data, case studies and other relevant evidence for self-evaluation and Ofsted.
- To deliver staff training as directed by the Senior Leadership Team in SEND matters and contribute to the professional development programme for Child Support Assistants, in collaboration with all the stakeholders within Netley Campus.
- To provide regular information to the Senior Leadership Team on the evaluation of the effectiveness of the integrated provision for pupils to inform decision-making and policy review.
- To plan and allocate resources and track effectiveness once in place.
- To ensure that the school's policies on inclusion and equal opportunities are embedded in the curriculum and to keep abreast with the current thinking in research and disseminate good practice in SEND.
- To bridge the needs of SEND children in mainstream and the Centre for Autism to ensure an integrated approach to teaching and learning so that the needs of the SEND children are met.
- To lead multi-agency meetings and liaise with professionals of external agencies to ensure best possible outcomes for SEND pupils.
- To lead on pupil and parent surveys evaluating attitudes to school, learning and SEND.
- To work closely with the Senior Playground Supervisor on behaviour issues and provide relevant strategies for the staff.
- To keep abreast with the current thinking in research and pedagogy and disseminate good practice in SEND across the school.

This list is a summary of typical duties that you would be expected to fulfil in your role of SENDCO at Netley Primary School. This list is not exhaustive and we would expect reasonable flexibility to ensure that the needs of all the children are met in a timely manner.

Netley Primary School is committed to safeguarding and protecting the welfare of children and staff.



Person Specification

Interim SENDCO

The candidates are required to address the selection criteria in their letter of application.

Candidates must show **evidence** of the following criteria, which will be used as part of the selection procedure:

Qualifications	Essential
	<ul style="list-style-type: none"> • Qualified Teacher Status
	Desirable
	<ul style="list-style-type: none"> • Evidence of continuous CPD with particular reference to Special Educational Needs (SEN) • National Award for SENCO
Experience	Essential
	<ul style="list-style-type: none"> • Qualified teacher with at least three years' experience of teaching across the primary range , including EAL children • Experience of leading a team of teachers on a subject or curriculum initiative • Experience of training or supporting other teachers • Experience of working alongside other teachers in developing pedagogy • Successful experience of monitoring, evaluating and improving the quality of teaching and learning and recording progress • Experience of raising attainment for all pupils in challenging classroom environments • Experience of working in collaboration with parents • Evidence of continuing professional development • Evidence of working with multi agencies
	Desirable
	<ul style="list-style-type: none"> • Leading SEND provision and line managing staff to deliver SEND interventions • Experience of teaching the whole primary age range dealing specifically with a range of SEND needs and implementing appropriate strategies to support and access learning by the children • Experience of budget management
Knowledge and Understanding	Essential
	<ul style="list-style-type: none"> • Strategies for meeting SEND needs in a mixed ability class situation • The SEN Code of Practice and its practical application • A good understanding of the new SEND developments/research • The EHCP application process and the evidence needed • Behaviour management techniques for groups and individuals • Good understanding of curriculum and pedagogical issues related to extending pupil performance and the development of thinking skills • Good understanding of factors promoting effective transfer of learners from one phase of education to the next • Good understanding of the principles of school improvement including planning, monitoring, review and evaluation of progress • Understanding the roles and responsibilities of educational psychologists, learning and behaviour support services, speech and language therapists and occupational therapists • Understanding of the role of assessment in enabling children to make progress in learning
	Desirable
	<ul style="list-style-type: none"> • Using comparative information about attainment • The funding support mechanism for SEND • Experience of completing additional funding applications • Devising and implementing pastoral support plans • An understanding of the broader secondary and primary context and Government initiatives to raise achievement • Knowledge and understanding to support EAL children
Skills and Abilities	Essential

	<ul style="list-style-type: none"> ● Excellent organisational skills and the ability to manage a large complex workload ● Empathise with the difficulties of SEND pupils in accepting the curriculum ● Organise and sustain systematic support from a variety of providers for a range of SEND ● Advise and motivate teaching and support staff with SEND initiatives ● Present clearly a wide range of specialised information to both educationalists and non- educationalists ● Make consistent judgements based on careful analysis of available evidence ● Be an excellent classroom practitioner ● Excellent communication skills, both written and oral ● Good presentation skills with the ability to enthuse and motivate others ● Confident in the use of information and communication technology. ● Good influencing and negotiating skills ● Excellent record keeping and time management
	Desirable
	<ul style="list-style-type: none"> ● Makaton ● Team teach ● PECS ● Sensory integration ● SEMH Training
Personal Characteristics	Essential <ul style="list-style-type: none"> ● Willingness to share expertise, skills and knowledge ● Sensitivity to the aspirations, needs and self-esteem of others ● Commitment to team working ● Willingness to address challenging issues with clarity of purpose and diplomacy ● Willingness to take on initiatives which will challenge and deliver an effective outcome for children ● Sense of humour and ability to manage personal workload

The Selection Process in Detail

Application Deadline

Completed application forms must be received by **12 noon on Monday 15th June 2026**

To do this:

- Email to: jobs@netley.camden.sch.uk or
- Post/ hand-deliver documents to: Gareth Morris, Netley Primary School, 74 Stanhope Street, NW1 3EX
marked: Interim *SENDCO Application form*.

Completing Your Application

Candidates are asked to complete all the standard information required on the application form addressing all of the essential criteria on the person specification in turn. Reference should also be made to any of the desirable criteria.

References

Candidates are advised that references will be taken up immediately after shortlisting. Candidates are asked to ensure that their referees are warned of the need to respond within the timescale set. In all cases at least one professional reference is required.

Safeguarding children

Prior to appointment, formal checks will be made in accordance with the current statutory requirements relating to child protection.

The post will be offered subject to satisfactory completion of pre-employment checks.

Interview Process

In order to make our recruitment process as effective as possible, we will follow the procedure outlined below:

- Shortlist applications against the criteria in the person specification
- Shortlisted candidates will be asked to :
 - o Teach a short 20 minute lesson to a Woodlands class
 - o Make a 10 min presentation on a given topic
 - o Observe a lesson and provide feedback in regard to support for SEND learners
 - o Be interviewed by a panel