



Dear applicant

We are delighted that you are interested in the role of SENCO at Isambard Kingdom Brunel Primary School (IKB).

This is an exciting role and we are looking for a highly motivated and inspiring individual who shares our commitment to ensuring that the young people we serve receive the best possible standard of education.

IKB Primary school opened to pupils in September 2020 and is not only growing but thriving and constantly developing. A school where all staff benefit from having their voice heard and contributing to the next steps for the school. A school where children and staff enjoy coming together and being part of creating life-long memorable experiences.

Within the setting, children are inspired by a unique curriculum which is built upon strong foundations from the Early Years and prepares them for lifelong learning. Our ethos and attributes very much drive what we do as we believe that by growing these skills, alongside the knowledge from the curriculum, children will have the necessary attitudes to have a positive impact on the world. We believe attitude is as important as experience so are looking for staff who have the same ethos and attributes as us and are motivated to inspire children to belong, participate and achieve.

If you are keen to try a new challenge or you are ambitious to progress in your career, this is an excellent opportunity. We can also offer new premises and resources, engaged and motivated support staff and happy and vibrant children who are keen to learn.

I very much hope this has ignited your enthusiasm for this exciting opportunity and I look forward to receiving your application.

Best wishes

Andrew Wootton, Headteacher



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The Opportunity



Role:	SENCO – Special Educational Needs Coordinator
Hours:	3 days per week – 0.6FTE
Salary:	MPS/ UPS with TLR2a (£3391 per annum)
Start Date:	1 January 2026
Terms of Employment:	Permanent

Job Description



Main Job Purpose

To coordinate the provision for children with special educational needs or disabilities in the school, to ensure they receive the support they need.

Key Responsibilities

The duties outlined in this job description are in addition to those covered by the latest School



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Teachers' Pay and Conditions Document and those described on the job description of the 'Class Teacher'. It may be modified by the head teacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Teaching & Learning

- To develop, implement and monitor policies and practices for SEN and inclusion.
- To ensure that pupils with additional needs are targeted and supported through effective differentiation, and their progress closely monitored.
- To work with the Senior Leadership Team to undertake appropriate data analysis to support this process and support class teachers.
- To support colleagues and lead professionals, through modelling, support and CPD, drawing on internal expertise where necessary.
- To work with the Senior Leadership Team and SEN colleagues to develop a plan of provision, support and intervention, leading to effective programmes, supporting class teachers with the implementation of these.
- To work with staff, parents and external agencies to develop support plans or applications for additional funding and to support, organising and chairing reviews where necessary.
- To liaise with Headteacher regarding SEN funding, to ensure that funding is used appropriately, effectively and efficiently.
- To work with Trust Director of SEN, regarding Trust wide initiatives as well as accessing support as required.
- To promote and model the use of school behaviour policy at all times of the school day.
- To communicate as required with the Local Governing Committee regarding SEN within the school.
- To carry out some additional responsibilities such as meetings with staff, gate duties, lunchtime duties, parent events and promoting the school in the local community.

Attributes and professional contribution to the community:

- Establish a safe and stimulating environment for students rooted in mutual respect.
- Demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils.



- Contribute positively and effectively to working relationships across the school through positive contribution in academic, pastoral and other school meetings.
- Make a positive contribution to the wider life and ethos of the school.
- Take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues.
- Communicate effectively with parents/carers and take part in liaison events with parents and agencies outside school, as appropriate.

Additional tasks:

- Any other reasonable tasks at the discretion of the Headteacher

Staffing Deployment & Development

- To continue to develop professionally in all aspects of the role including through involvement in a range of professional development activities.
- To engage in the Performance Management Review process in support of personal professional development.
- To support the professional development of colleagues to aid their ongoing professional development.
- To contribute to the establishment of effective working relationships within teams across IKB and the Trust.

Quality Assurance

- To implement IKB and Trust plans and policies in an effective manner.
- To implement an effective process of self-review and self-evaluation, including that based on target setting and analysis of data.
- To develop and implement action plans based on this self-review/ self-evaluation.

Other responsibilities

- To undertake additional duties as required, commensurate with the level of the job.
- Maintain positive, professional relationships with stakeholders and colleagues.



- To participate in induction training, staff review processes and professional development opportunities.
- To commit to Equal Opportunities and Anti-Discriminatory Practice.
- The Trust operates a Smoke-Free Policy and smoking is prohibited in any of our buildings, on premises and vehicles.
- To be familiar with and adhere to all relevant Trust Policies and Procedures.
- Comply with the Trust's Health and Safety requirements specifically for the school they are working at.
- The duties of the post may vary from time to time without changing the general character of the post or level of responsibility entailed.

Special Factors

- This role may involve some traveling between schools within the Trust (and new ones that may join in the future). The reimbursement of travel costs to schools, other than the location of the central Trust office, will be as per the Trust's travel policy.
- The post-holder will support the achievement of the Trust's objectives by working proactively with colleagues on projects or activities outside their direct area of responsibility, as required.
- The post-holder is expected to familiarise themselves with and adhere to all relevant Trust and Policies and Procedures including Health and Safety and Data Protection requirements.
- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the Trust's safeguarding policies.

As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed.



The Trust seeks to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

Person Specification



Primary SENDCO		
Criteria		Essential/ Desirable
Qualifications and Experience	Good Hons degree (2.2 or higher) in a relevant subject	E
	QTS status	E
	At least 3 years' experience of teaching in the primary age range	E
	SENDCo National Award or willingness to work towards it	E
	Experience of sharing best practice with colleagues	E
	Experience of teaching pupils throughout the primary age range	D
	Experience of leading/managing SEN	D
	Experience of delivering staff training through INSETs or staff meetings	D
	Experience of organising and facilitating multi-agency meetings	D
Skills &	Ability to demonstrate high quality and effective classroom	E



Knowledge	practice which ensures good or better progress for all children, without limits	
	Evidence of some professional development taken in the last two years relevant to SEN	E
	Understanding of multi-agency working	E
	Experience of monitoring teaching and learning	E
	Understanding of a range of strategies to raise pupil achievement	E
	Excellent behaviour management skills	E
	Thorough understanding of safeguarding and child protection	E
	Ability to lead by example and demonstrate what effective classroom practice should be	E
	Excellent ICT skills	E
	Excellent organisational and time management skills	E
	Evidence of ability to build productive working relationships with parents and fellow professionals	E
	Excellent relationships with colleagues	E
	Ability to communicate effectively at all levels	E
	Knowledge of and ability to share current educational legislation	D
	Commitment to further professional development	D
Personal Qualities	Excellent interpersonal skills	E
	A genuine love of teaching and rapport with children	E
	Willingness to go the extra mile to secure high levels of pupil performance and engagement	E



	Tact and diplomacy	E
	A sense of humour	E
	Infectious enthusiasm and relentless positivity	E
	Creativity, imagination and ideas	E
	Flexibility	D
	Ambitions to develop your career further	D

How to Apply



To make an application for this role please complete the online application by 9.00am Wednesday 2 July 2025.

Applications must be completed through E-Teach: Careers at Isambard Kingdom Brunel Primary School - Wellington, United Kingdom, TA21 8FP | Eteach

[Careers at Isambard Kingdom Brunel Primary School - Wellington, United Kingdom, TA21 8FP | Eteach](#)

We are offering a tour of the school so that prospective candidates can get a feel for the school. It is recommended that you attend this, if possible, before applying. Please email the office to book one of the following tours.

- Tuesday 24 June, between 12pm and 3.30pm
- Wednesday 25 June at 4pm
- Friday 27 June at 4pm

The timeline for recruitment is as follows:



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Closing date for applications is: 9.00am Wednesday 2 July 2025.

Shortlisting will take place on: Thursday 3 July 2025

Interviews will be held on: Monday 7 July 2025



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