



# Nene Valley Partnership

Excellence in Education



## SEN Co-Ordinator



## Wollaston School wishes to appoint an SEN Co-Ordinator

This is an exciting time for Wollaston School. We are a founding member of the Nene Valley Partnership and work alongside three of our partner primary schools with a mission to deliver the best possible outcomes for the children in our local communities.

The Nene Valley Partnership exists because we believe that working together is better than working alone. We challenge and support each other to achieve excellence in education.



### SEN Co-Ordinator

We have an exciting opportunity to lead the school's SEN provision and are seeking an experienced, passionate and highly organised SENCO to join our dedicated team from January.

As SENCO, you will play a central role in ensuring every learner receives the tailored support they need to thrive academically, socially, and emotionally. The role safeguards equity and promotes high expectations of all learners, and you will lead on coordinating provision for learners with special educational needs across the school, working closely with staff, families, external agencies and local authorities to remove barriers to learning and promote success for all. In doing so the SENCo will uphold the values of the school and contribute directly to our mission of becoming exceptional and enabling every young person to thrive and flourish as confident and resilient members of our school community.





# THE ROLE: SENCo

As SENCo, you will hold overall responsibility for the Learning Support Team and will provide strategic leadership for SEND across the school. This includes oversight of EHCPs, consultations, reviews, and referral pathways, as well as ensuring the highest standards of teaching, learning, and support for students. You will work closely with colleagues across the trust, external professionals, parents, and carers to ensure our provision is both compliant with statutory requirements and deeply responsive to the individual needs of students.

You will line manage two assistant SENCos who provide support in two key areas: leadership and management of the main stream learning support centre and leadership and management of Admiral House, our provision which offers the environment and tools needed to nurture and support students who struggle to participate in mainstream learning and who have an Education Health Care Plan with a primary need of ASD and a noted need of 'communication and interaction'.

Admiral House is located in the heart of the main Wollaston School site and has its own separate gated access. The stand-alone building boasts two well equipped classrooms, a fully fitted kitchen, two bathrooms, and a 'snug' which allows students to spend time away from the classroom environment. Our secure outside area includes a 'Sensory Pod', fishpond, sunken trampoline and a large 12-seater wooden dining table, all of which can be enjoyed by the students, during breaks and lunchtimes.

Our mainstream Learning Support Centre is based at the heart of the school and offers a large flexible space for all manner of intervention. This area is well resourced and adjacent to the administrative spaces needed to ensure the smooth running of our provisions. Our learning support leadership also benefit from dedicated administrative support.

We are looking for a leader who combines **kindness, warmth, and dynamism** with excellent professional knowledge and high expectations. You will be a committed champion for inclusion, able to inspire confidence in staff, foster strong relationships with families, and ensure that every child has the opportunity to flourish. The successful candidate will be both a strategic thinker and a hands-on leader, modelling best practice and driving continuous improvement. You will enjoy a high level of visibility, autonomy and impact to ensure that our provision for children with SEN is prioritised. Therefore, we are seeking someone who can recognise our existing strengths and areas of good practice but who will also be confident to challenge our school community to even greater achievements. You will be empowered in your work to improve process and practice in all areas of our work.

In return, we offer a supportive and forward-thinking environment, excellent opportunities for professional development, and the chance to make a profound difference in the lives of our students.





## WHAT YOU CAN EXPECT IN RETURN

As well as having the opportunity to work in an exciting and ambitious school and Multi- Academy Trust, with hardworking and kind students and staff, the Nene Valley Partnership and Wollaston School will provide a bespoke package of CPD and goals to enable you to flourish in this role and in terms of your future career aspirations.

**Remuneration on Teachers Main Scale / Upper Pay Range + TLR2C  
£8611.00**

Teacher Pension Scheme

Cycle to Work Scheme

Onsite Parking

Commitment to continued CPD

Onsite Spin Studio

Wellbeing Support

A proactive and engaged local governing body and a trust who will provide both challenge and support



**WOLLASTON  
SCHOOL**

# JOB DESCRIPTION:

## SEN Co-Ordinator



### Salary

Teachers Main Scale / Upper Pay range with an additional TLR2C currently equivalent to £8611.00

### Working Time

Full time as specified within the STPCD.

### Purpose of the Role:

The SENCo will lead, develop and support the strategic and operational direction of SEND provision across Wollaston School. The role ensures compliance with the SEND Code of Practice (2015) and statutory responsibilities under the Children and Families Act (2014), enabling all students with SEND to achieve their full potential.

The SENCo has overall responsibility for the Learning Support Team including Admiral House and specific responsibility for **EHCPs, consultations, annual reviews, and referral pathways.**

### Line of Responsibilities

**Responsible to:** Headteacher / SLT Line Manager

**Responsible for:** Assistant SENDCo's (Learning Support and Admiral House) Learning Support Team, HLTAs, LSAs

### Key Responsibilities:

#### Statutory Duties (SEND Code of Practice, 2015)

- Qualified teacher, with or working towards the National Award for SEN Coordination.
- Day-to-day responsibility for operation of the SEND policy and specific provision for pupils with SEND.
- Lead on the graduated approach to SEND support.
- Advise on the effective use of the school's SEND budget and resources.
- Liaise with parents/carers of pupils with SEND.
- Coordinate with early years providers, other schools, health and social care professionals, and voluntary bodies.
- Be the key point of contact with local authority SEND services, particularly regarding EHCPs.
- Ensure smooth transition for pupils with SEND between phases and settings.
- Support compliance with the Equality Act (2010) and Children and Families Act (2014).
- Maintain accurate and up-to-date records for all students with SEND.
- 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 school's safeguarding procedures and policies.





## Strategic Leadership

- Strategic leadership of SEND provision within the school and access to education for student with additional needs as directed by the Head of School.
- Ensure the school carries out its statutory responsibilities regarding all students with an EHCP.
- Leadership and day to day management and implementation of policies plans, targets, practices and procedures within the context of the vision, ethos and aims of the school.
- Use financial and resource management innovatively and wisely.
- Make effective working relationships with external agencies to ensure effective provision for our pupils and the views and interests of the school are effectively represented.
- Lead and manage the assistant SENDCOs to ensure that Learning Support and Admiral House operate effectively both strategically and operationally on a day-to-day basis.
- Provide professional guidance to colleagues, securing high-quality teaching and provision for SEND pupils.
- Ensure that SEND commitments and resources are effectively managed providing value for money and maximising effective provision for our pupils.
- Lead and manage the Learning Support Team, including professional development and performance management.
- Monitor, track and evaluate SEND provision, interventions and pupil outcomes using this data to promote effective improvement of provision and to support the school's self-evaluation cycles and governance.
- Contribute to school self-evaluation, improvement planning and policy development.
- Ensure that the SEND quality assurance procedures meet the requirements of the school.
- Ensure the SEND information report is updated each year and published on the school's website and all policies relating to SEND are reviewed and updated annually.
- To undertake any other duty as specified by STPCD not mentioned in the above.
- Ensure that safeguarding procedures are fully embedded within learning support, maintaining a safe environment and promoting the welfare of all students in line with statutory guidance and school policy.
- Lead CPD and staff training on SEND and inclusive practice.

## Operational / Casework Responsibilities

- Lead and manage **EHCP applications, consultations, statutory reviews, and compliance with deadlines.**
- Ensure effective dissemination of information to Heads of Subject and Heads of Year and monitor the provision for students with EHCPs
- Evaluate and report on the effectiveness of additional specialist support suggesting areas and strategies for improvement
- Oversee referral pathways for external specialist assessment and support.
- Maintain robust systems for identification, assessment, planning and review of SEND.
- Be a role model for staff and students and be a positive presence around the school.
- Ensure effective relationships and timely communication/consultation as appropriate with parents, staff and external agencies to fully support our pupils to make progress.
- Support SEND students at risk of becoming NEET to seek positive destinations.
- Support curriculum staff in planning for differentiation and reasonable adjustments.

## Governors' Oversight & Reporting

- Provide **termly reports** to the governing body on:
  1. Numbers of students on the SEND Register (by need type).
  2. Progress and attainment of pupils with SEND compared to peers.
  3. Effectiveness and impact of interventions.
  4. Statutory compliance (e.g., timeliness of EHCP reviews, LA consultations).
  5. Use of delegated SEND budget and value for money.
- Support the SEND governor in monitoring compliance with statutory duties.
- Ensure governors are briefed on changes to national policy, legislation, or local authority processes relating to SEND.
- Work with governors to review the school's SEND Information Report and ensure it is updated annually.

PERSON SPECIFICATION	Essential	Desirable
<b>QUALIFICATIONS &amp; EXPERIENCE</b>		
Well qualified teacher with significant teaching experience to Key Stage 5	*	
Evidence of continuing professional development which demonstrates an understanding of the current issues impacting on SEND provision and the role of compliance		*
Relevant SENCO qualification		*
Experience of working with SEND students	*	
Substantial experience of teaching and leading, including areas related to SEND	*	
Experience of writing professional documents for a range of audiences	*	
<b>PROFESSIONAL KNOWLEDGE &amp; SKILLS</b>		
Evidence of excellent teaching skills, classroom management and the ability to enthuse students	*	
Ability to identify, research and adopt the most effective teaching approaches for students with SEND with evidence of ability to achieve rapid student progress and strong examination outcomes.	*	
Thorough knowledge on the SEN Code of Practise, maintaining a SEND register and person-centred planning	*	
Knowledge and understanding of safeguarding and child protection policies and procedures	*	
Ability to create and maintain a positive climate for learning	*	
Effective Communicator using both spoken and written word	*	
Effective action planning, self-evaluation, assessment and record keeping, with the ability to organise time efficiently and work to deadlines	*	
Thorough understanding of SEND, differentiation and methods of recording assessment	*	
Demonstrate the ability to advocate SEND students and their families	*	
An understanding of the significance of interpersonal relationships in managing the impact of change on individuals and of the importance of professional development for all staff	*	
<b>PERSONAL QUALITIES &amp; ATTRIBUTES</b>		
Strong moral purpose and commitment to the principles of inclusive education	*	
Be committed to continuing professional development through wider reading, research and membership of professional organisations	*	
Possess an awareness of the importance of emotional intelligence in managing oneself and others and an ability to maintain professional integrity	*	
Effective team player, team leader and role model to lead and inspire other colleagues	*	
Demonstrate and enjoyment and resilience for working in new and challenging situations, seeing the vision through from beginning to end.	*	
Sets personal high standards and helps others to do the same	*	
Positive and caring approach towards students	*	

## HOW TO APPLY & RECRUITMENT TIMETABLE

Visits to the school prior to making an application are warmly welcomed. Please contact Mrs Kerry Ridge, HR & Operations Manager, to arrange on [recruitment@wollaston-school.net](mailto:recruitment@wollaston-school.net).

### Applications

Your application should include a letter of application that covers; .

- How your skills and experiences equip you for this SENCo role at Wollaston School.
- Outline your vision for an exceptional learning support provision. This should include your vision for inclusion, understanding of SEND responsibilities and balancing compliance with keeping students' needs at the heart of the provision, your approach to leading colleagues and working with families and the impact you wish to achieve.

The letter should be no longer than three sides of A4. CVs should not be attached.

In order to comply with the safer recruitment requirements candidates must fully complete the application form including the section on references. It is not acceptable to substitute parts of the form with your own version. All gaps in employment should be accounted for and explained.

### References

Open testimonials are not accepted for this post and it is intended that references will be taken up from your existing employer and one other professional reference of your choice. If you are not currently working with children, references will be requested from a previous employer where this was the case. You are, therefore, requested to supply contact details for this organisation and also to alert all referees to expect a request, should you be shortlisted. References from relatives or people writing solely in the capacity of friends will not be accepted.

### Security Checks

Due to this post having access to children and/or vulnerable adults, candidates will be required to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided. Candidates who are foreign nationals, or a UK national who has lived abroad at any point in their adult life, MUST provide a Certificate of Good Conduct prior to taking up an appointment.

### Recruitment Timetable

Closing date for the receipt of applications to Mrs Kerry Ridge HR & Operations Manager, [recruitment@wollaston-school.net](mailto:recruitment@wollaston-school.net), is midday on **Friday 10th October 2025**. Shortlisting will take place over the weekend and candidates called for interview will be notified by via email on Monday 13th October 2025.

### Interviews

Intended interview date: **Thursday 16th October 2025**.

Candidates selected for interview will be notified by telephone in the first instance, followed by an email. If you have not been contacted by the 15th October 2025 you should assume that, on this occasion, you have not been successful.

Wollaston School follows a safer recruitment process. The appointment to this post will be subject to suitable references and an Enhanced Disclosure and Barring Service check. The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.