



Maidstone Grammar School *for Girls*



SENCO

Required for September 2026
MPS/UPS Full-time Permanent

Salary	MPS/UPS TLR 2B currently £5,865 pa
Hours	Full time
Commitment	<p>We are seeking a qualified teacher to be our SENCO and lead our SEND Department. The successful candidate will be part of the school's Extended Leadership Team, have an understanding of statutory processes around SEND, and a willingness to engage with and deliver the SEND requirements of the new White Paper. The successful candidate will manage the SEND Hub, our dedicated SEND support and intervention room, as well as line managing our SEN team, which currently includes three colleagues, working two full-time equivalent posts. This post carries up to a 40% teaching load. Applications are welcome from any subject area.</p> <p>We would be happy to receive applications from teachers without NPQSEND or NASENCo qualification, but there is a requirement that the NPQSEND will be completed and achieved within the first year in the role.</p> <p>The successful candidate would be joining a friendly and driven team of staff, all dedicated to positive outcomes for our pupils.</p>

The Post

We are seeking a qualified teacher to be our SENCO and lead our SEND Department. The successful candidate will be part of the school's Extended Leadership team and have an understanding of statutory processes around SEND, and a willingness to engage with and deliver the SEND requirements of the new White Paper. The successful candidate will manage the SEND Hub, our dedicated SEND support and intervention room, as well as line managing our SEN team, which currently includes three colleagues, working two full-time equivalent posts. This post carries up to a 40% teaching load. Applications are welcome from any subject area.

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The successful candidate would be joining a friendly and driven team of staff, all dedicated to positive outcomes for our pupils.

We welcome applications from candidates who can demonstrate:

- An outstanding and enthusiastic classroom practitioner with a proven track record of raising standards for all, but especially children with additional needs
- Contribution to the development of inclusive teaching practices across the school
- Ability to promote the needs of SEND students and ensuring all are making their best endeavours to support SEND students
- Experience of developing effective partnerships with staff, parents and the wider community agencies
- An understanding of EHCP and referral processes and SEND legislation
- Lead interventions with students on one to one basis, or with groups.



The Team & Our Facilities

The SEND team is based within the Hub of the School within the Main School building.

Job Description

Core Purpose

- To ensure the school is working comprehensively and optimally within the SEND Code of Practice 2014 and the new white paper Every Child Achieving and Thriving, in relation to SEND students.

The SENCO is accountable to: A member of the Leadership Team

The Role of SENCO includes:

Leadership

- To play a part in the strategic direction of the school as part of the school's extended leadership team
- Be responsible for day-to-day operation of the SEN policy and co-ordination of specific provision to support individual pupils with SEN or a disability
- To ensure that all staff are aware of and understand individual student needs and are able to provide a high-quality education for each student with SEND
- Advise colleagues on applying differentiated teaching strategies tailored for individual pupils with SEN
- To ensure effective communication with parents and external agencies

- To ensure there is a rigorous and accurate Assess, Plan, Do, Review process for the identification of SEND needs
- Develop and lead relevant CPD in relation to SEND
- Promote an ethos and culture that supports the school's SEN policy and promotes good outcomes for pupils with SEN or a disability
- Following school policy and process with regard to securing the highest standards of progress, fulfilment, and achievement for all students with SEND
- Finding and implementing creative ways to promote achievement, learning and personal development for each student with SEND
- Line managing and supporting the SEND and Medical Needs Coordinator and SEND learning mentor.

Management

- Maintain an accurate SEND register
- Creating and maintaining all statutory documents in relation to SEND
- Be aware of the provision in the local offer
- To represent the school at case conferences/meetings as appropriate, providing the necessary information on students and reporting back to the appropriate staff in the school
- Providing written reports to the Governing Body as required
- Meet with parents and students regularly to review student provision as part of the 'Assess, Do, Review' cycle of support
- Oversee, with the SEN and Medical Needs Co-ordinator and SEND learning mentor the provision plans for students with SEND and ensure strategies are shared with staff
- Complete EHCP termly and Annual reviews and any EHCP assessment requests from KCC or parents.
- Providing information and support to Heads of Year, Learning Mentors to assist them in their support of students with SEND
- Analysing tracking information relating to students with SEND and putting provisions in place to ensure positive achievement of students with SEND in line with target grades and other students.
- Work with primary and other secondary schools, educational psychologists, health and social care professionals and other external agencies
- Be a key point of contact for external agencies, especially the local authority (LA)
- Ensuring the safeguarding officer(s) are fully informed of any concerns relating to child welfare
- Directing the work of the SEND and Medical Coordinators and any other dedicated SEND staff including the management of the Student Support Room.

In line with School policy and process the SENCO will:

- Identify students with potential SEND and put in place appropriate intervention and support strategies
- Review student progress on a termly basis, monitoring effectiveness of interventions
- Celebrate academic and other achievements
- Monitor and address as appropriate the learning habits, eg attendance, punctuality and behaviour, of students with SEND and take actions to improve these
- Secure relevant services for the pupil
- Oversee the integration of new SEND students into the school
- To actively monitor and respond to development and initiatives at national and local levels
- Attend Heads of Study meetings as per the school calendar
- Communicate regularly with parents/carers

Safeguarding

- Adhere to the requirements as set out in the current version of KCSIE
- Attend/Complete all MGGS training in relation to safeguarding
- Report all safeguarding concerns in a timely manner as specified by the school
- Ensure there is a culture of safeguarding within all areas of the role
- Be committed to safeguarding and promoting the welfare of children and young people

Person Specification

A list of qualities required always looks daunting. However, we would like to reassure you that we are realistic, and more interested in you as a whole person rather than in a tick-list of your attributes. It is not expected that you will have had the opportunity to develop each of the skills to the same level. Please use the statement in support of your application as an opportunity to tell us about your strengths, or the elements of your work of which you are most proud, and the ways in which you could make a contribution to this school.

	Characteristic
Qualifications	<ul style="list-style-type: none"> ● Good honours graduate ● Good secondary school qualifications ● Qualified teacher status (required) ● NASENCo or NPQ SEND-qualified
Personal qualities	<ul style="list-style-type: none"> ● Understanding of SEND and an ability to communicate this to others ● Capacity for hard work and high expectations of self and others ● Supportive approach to others, and an ability to relate well to colleagues and students ● Ability to lead on SEND across the school and to work well within teams ● Ability to make difficult decisions ● Ability to prioritise ● Generosity of spirit ● High expectations of students ● Willingness to contribute to extra-curricular activities ● Commitment to safeguarding and equality.
Knowledge and skills	<ul style="list-style-type: none"> ● Excellent teaching skills ● Excellent understanding of the SEND code of practice ● Understanding of what makes ‘quality first’ teaching, and of effective intervention strategies ● Ability to plan and evaluate interventions ● Excellent communication and interpersonal skills ● Ability to build effective working relationships ● Excellent capacity for leadership and management ● Understanding of the importance of modelling in leadership ● Strong organisational skills ● Ability to prioritise own workload and that of others ● A knowledge of current educational developments in relation to SEND ● Ability to create a positive, inclusive learning environment
Experience and training	<ul style="list-style-type: none"> ● Experience of teaching to A level ● Experience of working with students with a range of SEND ● Achievement of excellent results for students ● Evidence of a commitment to professional development ● Some experience of leadership.

The Application Process

Application forms and full details can be found on our [Vacancies page on our website](#). Applicants should complete the application form and email it to [Ms Starns](#), PA to the Headteacher. Applicants are strongly encouraged to also complete our [Equal Opportunities & Recruitment Monitoring Form](#). References will be requested prior to interview.

Important Dates

Closing date for applications:

8am on 30th March 2026



Our School and all its personnel are committed to safeguarding and promoting the welfare of the children. This post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service. The School will undertake an online check of shortlisted candidates in accordance with the requirements of the current edition of Keeping Children Safe in Education. For more information please see our [Safeguarding Policy](#).

Your application will be treated in the strictest confidence. Please see our GDPR and Data Protection Policy, Equality Policy, Child Protection Policy on our [website](#).

MGGS is committed to ensure that we develop a safe culture and that all steps are taken to recruit staff and volunteers who are safe to work with our learners and staff. MGGS will follow relevant guidance in [Keeping Children Safe in Education](#) (Part Three, 'Safer Recruitment') and from The Disclosure and Barring Service (DBS). It is an offence to apply for a role if the applicant is barred from engaging in regulated activity relevant to children. Please see the [Guidance on Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975](#).