



CRADLEY CE PRIMARY SCHOOL

SEND Co-ordinator

Purpose of Job

To lead and manage SEND provision at Cradley CE Primary School, ensuring pupils with additional needs make strong progress from their starting points. The SENDCo will model best practice, monitor the quality of provision, and work closely with school leaders, staff, parents, and external agencies to promote an inclusive and supportive learning environment.

Key Responsibilities

Strategic Leadership

- Lead on the development, implementation, and review of the school's SEND policy and provision.
- Provide reports and updates for the Headteachers and Governing Body.
- Contribute to the school's aims, objectives, and improvement planning.
- Oversee assessment processes to identify pupils' needs and ensure effective provision is in place.
- Keep up to date with national and local SEND developments and good practice.

Teaching and Learning

- Work with class teachers to develop effective strategies for overcoming barriers to learning.
- Support planning, teaching, and intervention programmes tailored to pupils with SEND.
- Liaise with external agencies and local authority services as required.
- Provide staff training in SEND teaching approaches, interventions, and support strategies.

Quality Assurance

- Monitor and evaluate the impact of SEND provision on pupil progress and outcomes.
- Support teachers in monitoring pupil performance and adapting practice accordingly.
- Contribute to the school's SEND development plan and ensure its implementation.

Other Responsibilities

- Coordinate statutory documentation and referrals to outside agencies and the Local Authority.
- Maintain and update statutory SEND information for publication (e.g., Local Offer, Accessibility Plan).
- Ensure Health & Safety and risk assessment processes are followed for SEND provision.
- Promote safeguarding and mental health awareness across the school.
- Ensure compliance with the Data Protection Act 2018.
- Promote a culture of openness, honesty, and collaboration in supporting pupils and staff.

Person Specification

Qualifications, Skills, Experience

The following are essential:

- Qualified Teacher Status (QTS)
- National Award for SEND Coordination Qualification or working towards
- Experience of teaching pupils with SEND
- Experience of improving outcomes for children with additional needs

Performance Attributes

- Strong literacy, numeracy, and IT skills
- Excellent communication skills (oral and written) with colleagues, pupils, parents/carers, and external partners
- Ability to prioritise workload and manage time effectively
- Strong leadership and collaborative working skills
- Problem-solving, creativity, and innovation in provision
- Commitment to professional development and school improvement
- Integrity, resilience, and professionalism under pressure