

Job Description: SENCO (Special Educational Needs Co-ordinator)

Reporting to: Headteacher

Salary: Main / Upper Pay Scale + SEN Allowance

Contract: Full-time, Permanent

Start Date: September (or sooner by negotiation)

Purpose of the Role

The SENCO will provide strategic leadership and operational oversight of Special Educational Needs and Disabilities (SEND) across the school, ensuring high-quality provision and excellent outcomes for all pupils with additional needs. The postholder will oversee the effective running of the school's **Additional Resource Classrooms (ARC)** for pupils with Education, Health and Care Plans (EHCPs).

This is a **non-class-based role**, although some teaching or cover responsibility will be required in response to school needs.

Key Responsibilities

Strategic Leadership of SEND

- Lead the development, implementation and review of the school's SEND policy, provision and practice
- Ensure the school meets its statutory duties under the SEND Code of Practice
- Promote an inclusive ethos with high expectations for all pupils
- Contribute to whole-school improvement planning and self-evaluation

Additional Resource Classrooms (ARC)

- Oversee the daily running, organisation and effectiveness of the ARC provision
- Line manage staff working within the ARC and ensure high-quality teaching and support
- Monitor pupil progress and ensure provision is responsive, aspirational and impactful
- Work collaboratively with parents, professionals and external agencies

Pupil Support and Outcomes

- Coordinate EHCP processes, reviews and provision planning
- Support staff in identifying and implementing appropriate strategies and interventions

- Track, analyse and evaluate SEND pupil progress and outcomes
- Ensure pupils' social, emotional and wellbeing needs are effectively met

Staff Development and Collaboration

- Provide advice, guidance and training to staff on inclusive practice
- Support teachers in adapting teaching and learning to meet diverse needs
- Contribute to INSET, staff meetings and professional development

Teaching and Operational Duties

- Undertake some teaching or cover duties as required
- Model inclusive and effective classroom practice

Safeguarding and Inclusion

- Work in line with safeguarding, child protection and equality policies
- Promote positive partnerships with parents and carers

Person Specification: SENCO

Criteria	Essential	Desirable
Qualifications		
Qualified Teacher Status (QTS)	✓	
Willingness to undertake NASENCO (if not already held)	✓	
NASENCO qualification		✓
Evidence of relevant professional development	✓	
Experience		
Successful teaching experience in a primary setting	✓	
Experience supporting pupils with SEND	✓	
Experience of working with EHCPs and external agencies	✓	
Experience of leading or contributing to SEND provision		✓

Experience of line managing staff		✓
Professional Knowledge		
Secure knowledge of the SEND Code of Practice	✓	
Understanding of inclusive teaching strategies and interventions	✓	
Understanding of assessment, monitoring and tracking of pupil progress	✓	
Knowledge of ARC or specialist provision		✓
Skills and Abilities		
Strong communication and interpersonal skills	✓	
Ability to lead, support and motivate staff	✓	
Ability to work collaboratively with parents and professionals	✓	
Strong organisational skills and ability to manage workload effectively	✓	
Ability to analyse data to inform provision and decision-making	✓	
Personal Qualities		
Commitment to inclusion and high expectations for all pupils	✓	
Reflective, solution-focused and resilient	✓	
Willingness to learn and engage in professional development	✓	
Enthusiasm and energy for SEND leadership		✓
Safeguarding		
Commitment to safeguarding and promoting		