SENDCo
Job Description

This post is directly responsible to the Headteacher (working closely with the Deputy Head for Inclusion and Executive Headteacher).

Purpose of the Job: Play a major role under the overall direction of the Headteacher, with the Executive Headteacher, in ensuring that outcomes for pupils across our school are the best that they can be.

Note: Heronsgate Primary School has a school-based resource provision - SRP (known as the NEST) that pupils with complex SEND needs attend for part of their learning. The SENDCo and inclusion team manage the learning of pupils in the provision and in the mainstream classrooms.

Main roles and responsibilities:

- Work with the Headteacher and Executive Headteacher to lead on SEND provision to ensure exceptional practice and outcomes for pupils with SEND within the school.
- SENDCos will have a teaching timetable of no more than 60% of their full contract. This will be to support teaching of SEND children in our NEST and mainstream provision.
- Work with the Deputy Head (Inclusion) and the wider SEND team (including fellow SENDCo) to complete the statutory work of SENDCos in accordance with the SEND Code of Practice (2015), the Children and Families Act 2014, and the Equality Act 2010. This includes, but is not limited to, annual reviews, coordinating and reviewing EHC plans, working with outside agencies, and shaping the strategic plan for supporting pupils with SEND in our school.
- Carry out the professional duties of a Teacher under the Teacher's Contract (as defined in part of the School Teachers' Pay and Conditions Document) ensuring the education and welfare of a class/group of pupils, having due regard to the school's aims, values, and curriculum.
- Hold Qualified Teacher Status (QTS) and hold, or be willing to complete within three years of appointment, the mandatory National Professional Qualification for Special Educational Needs Co-ordinators (NPQ for SENCOs).

Work with the leadership team and wider SEND team to:

- Be a model practitioner in supporting pupils with SEND (SRP and mainstream classes) including shaping the school's approach to adapting learning for all pupils.
- Work with teachers to promote exemplary teaching and learning for pupils with SEND, including planning and delivering relevant Continuous Professional Development (CPD) and training for teaching and support staff.
- Ensure progress across the school is high for all pupils with SEND (SRP and in mainstream classes).
- For the SRP, oversee planning, assessment and day-to-day operations to ensure that pupils make excellent progress in lessons.
- Evaluate SEND support including 1:1 support, small group support, and interventions to raise achievement.
- Lead on the provision for pupils with SEND across the school, including overseeing key transitions (into Early Years, between year groups, and Year 6 to Year 7).
- Meet with parents to discuss their questions about SEND support in our school.

- Meet with external agencies to arrange assessments and receive feedback from assessment.
- Secure the appropriate pathway for children with SEND ensuring they access the appropriate provision.
- Ensure resources for SEND support are in place across our school, managing the delegated SEND budget effectively and applying for High Needs Top-Up Funding where required.
- Coordinate applications for EHC needs assessments, contribute to the drafting of EHC plans, and lead Annual Reviews.
- Ensure that all EHC plans are delivered and Annual Reviews are conducted in accordance with statutory requirements.
- Oversee and monitor Personalised Learning Plans (PLPs), and Pupil Passports on Provision Map, ensuring all staff have up-to-date guidance to support each pupil's specific needs.
- Oversee and review care plans for pupils with additional health needs.
- Write, monitor, and annually update the SEND Development Plan, SEND Policy, and statutory SEND Information Report.
- Develop and line manage the SEND team (including the effective deployment and appraisal of Teaching Assistants/LSAs) to ensure leadership capacity in this area.
- Ensure internal referrals, external paperwork and correspondence are processed in a timely manner.
- Monitor and evaluate the provision for pupils with SEND and make continual improvements to ensure pupils with SEND achieve their full potential, providing regular updates to the SEND Link Governor and Governing Body.

OTHER DUTIES

- Follow our school's Equal Opportunities policies.
- Follow our school's Safeguarding policies.
- Be responsible for promoting and safeguarding the welfare of children.
- Maintain confidentiality and observe data protection (UK GDPR) and associated guidelines.
- Carry out any additional reasonable duties at the Headteacher's discretion.

The SENDCo will carry out their professional duties in accordance with, and subject to, the National Conditions of Employment for Teachers and Education and Employment legislation.

[MONTH] 2026

Agreed SENDCo:

Name: _____

Signature: _____ Date: _____