

Howard Primary School SENDCO Job Description 2025-26

Job Title	SENDCO		
Reports To:	Headteacher	Pay level	To be agreed according to experience & current position.
Responsible For:	SEN	Job Type:	Permanent
Hours	Normal school teacher's working hours	Full Time/PT	3 days a week
Location	Howard Primary School		

MAIN PURPOSE AND SCOPE OF THE JOB

- Provide strategic leadership for inclusion, SEND, and pastoral systems across the school.
- Fulfil the statutory duties of the SENDCO, act as a Deputy Designated Safeguarding Lead (DDSL).
- Oversee medical needs provision and ensure robust systems for vulnerable pupils.
- Contribute to the ethos that every child, despite their differing needs, has a full range of opportunities to succeed and make the best level of progress possible.
- Work as part of a highly effective leadership team to secure the best outcomes for all pupils.

This role is non-class based and part of the senior leadership team.

DUTIES AND KEY RESPONSIBILITIES

- Lead and manage the school's SEND provision, ensuring statutory compliance and high-quality support for all learners with SEND.
- Act as a Deputy Designated Safeguarding Lead, maintaining the highest standards of safeguarding, child protection, and staff training in line with KCSIE.
- Provide strategic direction for inclusion and pastoral support, ensuring every child has access to a safe, nurturing, and inclusive environment.
- Lead on medical needs, including the development and implementation of healthcare plans for pupils.
- Support and develop staff in delivering inclusive classroom practice.
- Foster strong, respectful relationships with children, families, staff, and external agencies.
- Promote the school's values of Be Kind, Be Safe, Be Respectful & Be Prepared in every aspect of school life.
- Contribute to the development and delivery of whole-school improvement and self-evaluation.
- Report to governors and senior leaders on SEND

Working with pupils

- Identify pupils who may be in need of additional support.
- Support staff to plan and deliver interventions for specific pupils, both 1:1 and in small groups.
- Create an environment that supports all pupils with additional needs to reach their full potential.
- Track and monitor progress of pupils in need of additional support, e.g. with SEND.
- Maintain records for individual pupils.

Working with colleagues

- Liaise with class teachers to identify and support pupils in need of additional support.

- Provide training and support for teachers and TAs carrying out interventions.
- Use a coaching model to support class teachers and TAs when creating an inclusive curriculum and learning environment.

Working with parents and external agencies

- Liaise with external support agencies and professionals.
- Communicate with parents about specific interventions/support in place for their child.
- Liaise with parents about their child's progress.
- Promote supportive engagement with parents/carers in safeguarding and promoting the welfare of children, including where families may be facing challenging circumstances.
- Build close and productive relationships with parents/carers to discuss and tackle attendance issues.
- Support staff in their communication to parents re support for individual pupils.

Deputy Designated Safeguarding Lead (DDSL) Responsibilities

As one of the school's DDSLs, you will be expected to champion pupils safeguarding and child protection (including online safety and understanding the filtering and monitoring systems in place), support staff members to carry out their safeguarding duties, and liaise closely with children's social care and other services.

Your key responsibilities are:

• Managing referrals and working with agencies –

- Work with relevant external agencies eg, MASH, LCSS, Social Care.
- Liaise with the Headteacher and others in the DSL team.
- Liaise with other senior leaders and appropriate colleagues on all safeguarding matters.

• Managing child protection files and information sharing

- Help ensure child protection files are kept up to date.
- Understand relevant data protection legislation.
- Keep detailed, accurate, secure written records of all concerns, discussions and decisions made using the school CPOMS

Raising awareness and supporting staff

- Provide training and updates to all staff and colleagues on a regular basis.
- Provide relevant CPD as appropriate/required by the Headteacher.

• Promoting educational outcomes and understanding children's needs

- Work with the headteacher and relevant strategic leads, taking lead responsibility for promoting educational outcomes by knowing the welfare, safeguarding and child protection issues that children in need are experiencing.
- Identify the impact on their attendance, engagement and achievement.
- Support teaching staff to provide additional academic support.
- Encourage a culture of listening to children and support staff to build trusted relationships with pupils.

• Availability and training

- Undergo DSL training which should be updated at least every 2 years
- Undertake Prevent awareness training.
- Undertake any further training relevant to this role.

Other areas of responsibility.

Safeguarding

- Work in line with statutory safeguarding guidance (Keeping Children Safe in Education, PREVENT) and our safeguarding and child protection policies.
- Promote the safeguarding of all pupils in the school.
- As DDSL, you will support the DSL in all safeguarding matters.

Medical care provision

- Oversee provision and training for medical care across the school.
- Ensure appropriate arrangements are in place for supporting pupils with medical conditions.

GENERAL RESPONSIBILITIES

- Being aware of and complying with policies and procedures relating to child protection, Health & Safety and security, confidentiality and data protection, reporting all concerns to your Line Manager.
- Ensuring compliance with the School's Equal Opportunities and Equalities Policies and taking an active role in promoting equality and diversity.
- Promoting the School's policies on behaviour for learning and demonstrating a commitment to providing a caring and stimulating environment and improving standards for all pupils within the school.
- Undertaking such other duties as reasonably correspond to the general character of the post
- Whilst every effort had been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Howard Primary School is committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) as part of their job role.

PERSON SPECIFICATION & SELECTION CRITERIA

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> • Qualified teacher status. • National Award in Special Educational Needs Co-ordination (or willingness to complete as soon as possible, financed by the school.) • DSL training (or willingness to complete immediately upon appointment). • Prevent awareness training. • Qualification or relevant experience working with children with SEND or other support needs. <ul style="list-style-type: none"> • Evidence of completing further CPD for example, NPQ.
Experience	<ul style="list-style-type: none"> • Experience working in a school environment or other educational setting. • Experience working with children/young people with SEND and/or short-term difficulties. • Experience supporting and working with parents of young people with SEND/additional needs. • Experience planning and delivering targeted interventions. • Experience in safeguarding and child protection. • Experience in attendance monitoring and improvement strategies.
Skills and knowledge	<ul style="list-style-type: none"> • Understanding of the graduated approach to SEND. • Assessment of individual pupils. • Tailoring plans and interventions to individual pupils. • Assessment and other data analysis and tracking. • Knowledge of external agencies in the local area who may be called on. • Comprehensive knowledge of safeguarding legislation, guidance and best practice. • Understanding of relevant data protection legislation (Data Protection Act 2018 and UK GDPR). • Knowledge of multi-agency working and local safeguarding arrangements.
Personal qualities	<ul style="list-style-type: none"> • Patient and calm. • Desire to provide the best possible opportunities for all pupils.

CRITERIA	QUALITIES
	<ul style="list-style-type: none"> • Able to create good relationships with children, staff, parents and external agencies. • Organisation, time management, proactive and self-motivated. • Strong leadership skills with the appropriate status and authority to carry out DSL duties. • Ability to remain calm under pressure and make sound decisions in challenging situations. • Excellent communication and interpersonal skills. • Commitment to maintaining confidentiality and handling sensitive information appropriately. • Resilience and ability to manage a demanding workload.