

Job Description SENDCO

Special Educational Needs and Disabilities Coordinator (SENDCo)

Job Details

Job Title: Special Educational Needs and Disabilities Coordinator (SENDCo)

Salary: Leadership Scale (dependent upon experience and qualifications)

Contract: Permanent

Hours: 0.6 FTE (3 days per week)

Reporting to: Headteacher

Responsible for: SEND Support Staff and the strategic leadership of SEND provision across the school

Main Purpose

As a member of the Senior Leadership Team, the SENDCo will provide strategic leadership for inclusion and special educational needs and disabilities throughout the school.

Working in partnership with the Headteacher, Governors, staff, parents, Parish and external agencies, the SENDCo will ensure that pupils with SEND are fully included in the life of the school and receive high-quality provision that enables them to flourish academically, socially, emotionally and spiritually.

The SENDCo will promote the school's Catholic mission by ensuring that every child is recognised as a unique individual, created and loved by God, and supported to achieve their God-given potential.

The SENDCo will fulfil the statutory responsibilities outlined in the SEND Code of Practice (2015) and meet the professional responsibilities of a teacher as set out in the School Teachers' Pay and Conditions Document.

Strategic Leadership of SEND and Inclusion

The SENDCo will:

- Lead the strategic development of SEND and inclusion throughout the school.
 - Promote a culture of high expectations and ambition for all pupils, particularly those with SEND.
 - Monitor, evaluate and review the quality and effectiveness of SEND provision across the school.
 - Contribute to whole-school self-evaluation and improvement planning.
 - Ensure that the SEND Policy and Information Report remain compliant and reflect best practice.
 - Keep abreast of national developments, legislation and emerging research relating to SEND and inclusion.
 - Advise the Headteacher and Governors on strategic developments and statutory responsibilities.
 - Evaluate the impact of SEND provision and recommend improvements where appropriate.
 - Support the effective deployment of resources and funding, including notional SEND funding and additional provision.
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Leading Provision for Pupils with SEND

The SENDCo will:

- Oversee the identification of pupils with SEND and ensure needs are accurately assessed.
 - Ensure effective implementation of the graduated approach: Assess, Plan, Do, Review.
 - Maintain an accurate SEND Register and associated records.
 - Coordinate provision for pupils with SEND and monitor its impact on outcomes.
 - Support teachers in adapting teaching and learning to meet the needs of all learners.
 - Ensure Education, Health and Care Plans (EHCPs) are implemented effectively and reviewed within statutory timescales.
 - Monitor progress, attainment, attendance and wider outcomes for pupils with SEND.
 - Ensure smooth transition arrangements between classes, key stages and educational settings.
 - Promote full access to the curriculum and wider opportunities for all pupils.
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Partnership with Parents, Pupils and External Agencies

The SENDCo will:

- Develop strong partnerships with parents and carers, recognising them as key partners in their child's education.
 - Ensure pupils' views are sought and reflected in planning and review processes.
 - Liaise effectively with educational psychologists, health professionals, social care services and other external agencies.
 - Act as the school's principal contact for SEND-related matters with the Local Authority and external professionals.
 - Support families in accessing appropriate services and support.
 - Contribute to multi-agency meetings and statutory processes as required.
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Leadership and Staff Development

The SENDCo will:

- Provide professional guidance and support to teachers and support staff.
 - Promote high-quality inclusive teaching as the first response to meeting pupils' needs.
 - Identify staff training needs and contribute to the professional development programme.
 - Deliver or coordinate appropriate SEND-related training.
 - Coach and support colleagues in developing effective inclusive practice.
 - Lead and manage SEND support staff to ensure effective deployment and impact.
 - Contribute to appraisal and performance management processes where appropriate.
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Catholic Life and Mission

The SENDCo will:

- Support and promote the Catholic ethos and values of the school.
- Foster a culture of dignity, respect and inclusion rooted in Gospel values.
- Ensure that pupils with SEND are fully included in the spiritual, liturgical and wider life of the school.
- Promote the belief that every child is uniquely gifted and capable of success.
- Work collaboratively with Parish and community partners to support inclusion where appropriate.

Safeguarding and Welfare

The SENDCo will:

- Promote the safeguarding and welfare of all pupils.
 - Work closely with safeguarding leaders where SEND and safeguarding concerns overlap.
 - Ensure that vulnerable pupils receive appropriate support and protection.
 - Follow all school safeguarding policies and procedures.
 - Maintain confidentiality and professional integrity at all times.
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General Responsibilities

The postholder will:

- Undertake duties reasonably requested by the Headteacher that are commensurate with the nature and level of the post.
- Contribute fully to the life and work of the school community.
- Promote equality, diversity and inclusion in all aspects of school life.

This job description is intended to indicate the general nature and level of work required. It is not intended to be an exhaustive list of duties and responsibilities.

Person Specification

Essential

Qualifications

- Qualified Teacher Status.
- National Award for SEN Coordination (NASENCO) or willingness to complete within statutory timescales.
- Relevant professional development relating to SEND and inclusion.

Experience

- Successful teaching experience within a primary school.
- Experience of supporting pupils with a range of SEND.
- Experience of working with parents and external agencies.
- Experience of leading or coordinating provision for pupils with SEND.

Knowledge and Understanding

- Excellent understanding of the SEND Code of Practice (2015).
- Secure understanding of current SEND legislation and guidance.
- Knowledge of effective inclusive teaching and learning strategies.
- Understanding of assessment, intervention and provision planning.
- Knowledge of safeguarding responsibilities relating to vulnerable pupils.

Skills and Abilities

- Excellent communication and interpersonal skills.
- Strong organisational and administrative skills.
- Ability to analyse data and evaluate impact.
- Ability to lead, motivate and support colleagues.
- Ability to build positive relationships with pupils, families and professionals.
- Ability to manage competing priorities effectively.

Personal Qualities

- Commitment to the Catholic ethos and values of the school.
- Passionate advocate for inclusion and equality.
- Reflective, resilient and solution-focused.
- High levels of integrity and professionalism.
- Commitment to safeguarding and promoting the welfare of children.

Desirable

- Successful SENDCo experience in a primary school.
- Experience as a member of a leadership team.
- Experience of managing support staff.
- Catholic Certificate in Religious Studies (CCRS) or willingness to undertake it.
- Experience of leading whole-school improvement initiatives.

DJM June 2026