****

**Special Educational Needs**

**and Disabilities Coordinator (SENDCO)**

**Job Description:**

**Salary:** M6 currently £48,532 (FTE)  
**Contract Type:** Full or Part time, Permanent  
**Responsible to:** Headteacher  
**Start Date:** 01 September 2025 or 01 January 2026

**Purpose of Role**

To lead and manage the provision of SEND (Special Educational Needs and Disabilities) across the school, ensuring high-quality teaching and learning for pupils with additional needs. The SENDCO will support staff, lead on policy implementation, and work in close partnership with parents, external agencies, and the wider school community to promote inclusive education within the context of a Church of England bilingual setting.

**Key Responsibilities**

* Lead and oversee the development of SEND provision in line with the school’s Christian ethos and bilingual curriculum.
* Ensure the school’s SEND policy is implemented effectively and updated in accordance with legislation and best practice.
* Identify, assess, and monitor the progress of pupils with SEND and ensure appropriate interventions are in place.
* Coordinate and lead the provision of SEND support, including managing support staff and liaising with external professionals.
* Support teachers in planning and delivering inclusive lessons that meet the needs of all learners.
* Maintain accurate SEND records, including EHCPs, support plans, and provision maps.
* Lead and contribute to staff training and professional development in areas related to SEND.
* Engage and communicate effectively with parents and carers of pupils with SEND.
* Ensure compliance with the SEND Code of Practice and relevant statutory responsibilities.
* Promote the spiritual, moral, social, and cultural development of all pupils, in alignment with the school’s Church of England values.
* Contribute to whole-school development as part of the senior leadership team, where applicable.

The post holder may also be required to teach classes, groups or individuals as directed by the Headteacher or Deputy Headteacher.

The post holder will be required to lead an extra-curricular club and be available to meet with parents at parent consultations.

**Person Specification:**

**Essential Qualifications and Experience**

* Qualified Teacher Status (QTS).
* National Award for SEN Coordination (or willingness to complete it within two years).
* Proven experience of working with pupils with SEND across the primary age range.
* Experience in developing and implementing effective SEND provision and interventions.
* Experience working in a school setting that supports pupils with English as an Additional Language (EAL), ideally bilingual education.

**Desirable Qualifications and Experience**

* Experience in a Church of England or faith-based school environment.
* Experience in a bilingual or multilingual education setting.
* Experience as a subject or phase leader and or being part of a school leadership team.

**Knowledge and Skills**

* An experienced teacher who holds QTS with an excellent knowledge of the primary curriculum
* In-depth knowledge of the SEND Code of Practice and current SEND legislation.
* Ability to lead, inspire, and support staff in inclusive practice.
* Excellent communication and interpersonal skills.
* Strong organisational and time-management skills.
* Ability to build positive relationships with pupils, parents, staff, and external professionals.
* Ability to analyse data and use it to inform strategic planning and interventions.

**Personal Attributes**

* Commitment to the Christian values and ethos of the school.
* A nurturing, inclusive, and reflective practitioner.
* Passion for ensuring that every child can achieve their full potential.
* Resilience, adaptability, and a solution-focused mindset.
* A collaborative team player with a proactive attitude.