

St Peter's CofE Primary School  
Minniecroft Road  
Burnham  
Bucks  
Tel: 01628 602295  
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## **Special Educational Needs and Disabilities Co-ordinator Required from September 2025 (possibility of earlier start date to support induction)**

**Working hours:** Part-time or full-time considered (Part -time: 4 days SENDCo only. Full- time: 4 days SENDCo with 1 day a week teaching commitment.)

**Pay:** Fringe allowance plus SEN allowance

**Location:** St Peter's C of E School, Burnham, SL1 7DE

Are you passionate about ensuring that every child reaches their full potential? Do you have the expertise and drive to lead and develop inclusive practice in a vibrant and supportive school environment? Would you like to be part of a team where, 'The inspirational leadership of St Peter's school creates a dynamic, life-transforming culture where pupils experience life in all its fulness' (SIAMS Dec 2023). If so, we would love to hear from you!

St Peter's CofE School is seeking a dedicated and experienced Special Educational Needs and Disabilities Coordinator (SENDCo) to join our committed team in our one form entry school. As SENDCo, you will play a key role in shaping and delivering high-quality SEND provision, ensuring that all pupils with additional needs receive the support and guidance required to thrive. Working closely with staff, parents, and external agencies, you will provide strategic leadership and drive forward our inclusive ethos. This is an exciting opportunity to make a real difference in the lives of our pupils and contribute to the ongoing success of our school.

We can offer:

- A non-teaching role to allow you to focus solely on SEN
- A dedicated SEND administrative support assistant
- Flexibility in working hours
- A very friendly and welcoming place to work
- A Senior Leadership Team who have experience in the role of SENCo and are willing to offer support and work as a team
- A school with inclusion at its heart and an authentic belief in 'Every Child a Success'
- Delightful curious children
- Training to ensure you have the right skills for the job (induction overlap period available for candidates who can start earlier than September)
- A friendly and supportive administrative team to induct you in your new role

The successful applicants will:

- Hold Qualified Teacher Status (QTS) and the National Award for SEN Coordination
- Have experience in supporting pupils with a range of SEND needs across primary age groups.
- Demonstrate a strong understanding of the SEND Code of Practice and inclusive teaching approaches.

- Be able to formulate, implement, and review SEN Support Plans effectively.
- Have experience working with external agencies to ensure the best outcomes for pupils.
- Have a good eye for detail and be able to write compelling applications for additional support to the Local Authority and other agencies.
- Be a strong communicator with excellent interpersonal skills to work effectively with pupils, parents, staff, and external professionals.
- Have the ability to lead and manage support staff to deliver outstanding SEND provision.
- Be highly organised, proactive, and committed to continuous professional development.
- Committed to our school vision – ‘Every child a success’.

**The Job Description, Person Specification and Application Form are available on the School website:**

**<https://www.stpeterscofe.org/>**

**Visits to the school are warmly welcomed. Please telephone the School Office to agree a mutually convenient time.**

***Our School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will be required to undertake an enhanced CRB disclosure.***

For further details, or to arrange to come and see our wonderful school, please contact Mrs Knight who will be happy to help you [finance@stpeters.bucks.sch.uk](mailto:finance@stpeters.bucks.sch.uk)

**Closing date for applications: 21<sup>st</sup> April 2025 – 11.59pm**

**Interview date: 1<sup>st</sup> May 2025**

Applicants will be required to demonstrate their commitment to promoting safeguarding the welfare of children in line with the school's policies and procedures. A satisfactory Enhanced DBS disclosure is required for this role. References will be requested before interview.