



SPECIAL EDUCATIONAL NEEDS AND DISABILITIES CO-ORDINATOR (SENDCo)

Required from 1st September 2025

Full time, permanent.

Deadline for applications: 12.00 on Monday 19th May 2025

Information for applicants

www.budehaven.cornwall.sch.uk



ABOUT BUDEHAVEN

"Budehaven is a true community school"
Ofsted, May 2024

Budehaven Community School is located on the beautiful north Cornwall coast in the town of Bude. We are proud to be a fully comprehensive school, welcoming and providing an inclusive education to students aged 11 to 19. Our school benefits from a thriving, successful Sixth Form, from which many of our young people access some of the top Universities in the UK.

Budehaven Community School is a thriving environment to be part of, and our ethos, which is built on a foundation of Care, Enjoyment and Opportunities, building Responsibility, Confidence and Success, is tangible from the second you walk through the door. As you travel around our school, the energy of the students and staff is infectious and it is clear to see that we uphold high standards of behaviour and attitudes to learning. The stunning work of our talented young people is on display around the school. We have an annual art exhibition, where members of the community come and admire the work of our young people.

We celebrate talent, skill, effort and difference, and the results of this are evident in every part of the school community. Our young people benefit from excellent sports, music and performing arts facilities, The Haven - our on-site integrated health centre, which also provides extra social, emotional and academic support for those young people who need it, and we also have an Area Resource Base on-site, run by the Special Partnerships Trust.



Fundraising activities and competitions that take place across our different charity-related Houses bring out the generosity of all members of our Budehaven family. Our young people compete at a national and international level within sporting competitions; we are incredibly proud of them and we are so grateful for the support that our parents, carers and other members of our community give to our students. The musical and theatrical talents of our students are stunning, ranging from the Rock Band to the Samba Band, and Performances such as The Curious Incident of the Dog in the Night time and the forthcoming Charlie and the Chocolate Factory. We have regular musical concerts, which are open to all members of our community.

We firmly believe that we provide a great education for all, both inside and outside our classroom, for all students, regardless of their background. Our students achieve well, with our pupils following a carefully sequenced curriculum that builds on prior knowledge and understanding, linking ideas within and across subjects. Key Stage 3 prepares them well for the challenges of GCSE and A Level. Our pupils understand why they have learned what they have learned, and how it shapes their future learning and aspirations. Our young people are bright, interested, and interesting.

We are incredibly proud of our Sixth Form, which provides a range of A Level and other Level 3 courses. We are also very proud of our Sixth Form students; every year many of them go on to Oxbridge, Russell Group, national and international universities.

OUR STUDENT COMMUNITY

1140 on roll, with 135 in the Sixth Form



LETTER FROM THE HEADTEACHER

May 2025

Dear Applicant,

Re: Special Educational Needs and Disabilities Coordinator (SENDCO) Vacancy.

- **Salary range: Leadership Scale L6-10**
- **Recruitment/Relocation allowance is available**
(to be discussed at interview where appropriate)

Thank you for your interest in the position of Special Educational Needs and Disabilities Coordinator (SENDCO) at Budehaven Community School. We are delighted that you are considering joining our dedicated team and contributing to the inclusive and supportive learning environment that we are so proud of.

Budehaven is a thriving and inclusive secondary school located in the beautiful coastal town of Bude, Cornwall. We are committed to ensuring that every young person, regardless of their individual needs, is given the opportunity to succeed and thrive—academically, socially, and emotionally. Our SENDCO plays a vital role in supporting our students, staff, and families to make this vision a reality.

The successful candidate will be an experienced, compassionate, and knowledgeable professional, committed to inclusive education and skilled in leading provision for students with a range of needs. As SENDCO, you will lead our SEND team and work closely with teaching and support staff, external agencies, and parents to ensure that each student receives tailored support and high-quality learning experiences.

We welcome applications from individuals with Qualified Teacher Status (QTS), who are passionate about making a difference, who demonstrate strong leadership and communication skills, and who are committed to continuous professional development. In return, we offer a supportive working environment, enthusiastic students, and a dedicated staff body.

Should you have any questions or wish to discuss the role further, we would be very happy to hear from you.

Thank you once again for your interest in Budehaven Community School. We look forward to receiving your application.

Yours faithfully,



Dominic Wilkes - Headteacher

ABOUT THE POST

Required from 1st September 2025

Leadership Scale L6-10. Full time, permanent.

Recruitment/Relocation allowance available

"Budehaven is a true community school" (Ofsted, May 2024)

Are you an experienced professional with Qualified Teacher Status (QTS), who is passionate about ensuring the needs of every child with SEND are met? We are seeking to appoint a highly skilled SENDCo to join our thriving community school.

- You will be ambitious for every one of our young people, especially those with SEND needs.
- You will set exceptionally high standards for all, and lead others to ensure the needs of all of our pupils are met.
- You will be excited about adaptive teaching and have a passion for how young people and adults learn, leading on strategies to cater for the needs of children and young people with SEND, whilst leading by example through your own teaching strategies.
- You will understand the role of a SENDCo, and either hold, or be willing to work towards achieving a National SENDCo qualification with immediate effect.

We are excited to offer you the opportunity to join our energetic inclusion department, consisting of experienced and innovative specialists, dedicated to the achievement and personal development of our young people.

You will be well-supported, trusted to innovate, and expected to contribute fully to the wider school.

We are committed to the safeguarding of our students; the successful candidate will be subject to an enhanced DBS check.

For further information and an application form, please contact:

Mrs Clare Brown at the school or download the relevant forms from our website: www.budehaven.cornwall.sch.uk

Tel: 01288 353271 Fax: 01288 353733

Email: clare.brown@budehaven.cornwall.sch.uk

Deadline for applications: 12.00 on Monday 19th May 2025

Interviews will take place on Friday 23rd May 2025.

JOB DESCRIPTION

Job title: Special educational needs co-ordinator (SENDCo), with a teaching allocation.

Salary: Leadership Scale L6-10

Contract type: Full-time, Permanent - REcruitment/Relocation allowance available.

Reporting to: Deputy Headteacher - inclusion

Responsible for: Leading a team of specialist staff to ensure the needs of children and young people with SEND are supported in all aspects of school life.

Main purpose

The SENDCO, under the direction of the Headteacher and Deputy Headteachers will:

- Determine the strategic development of special educational needs and disabilities (SEND) policy and provision in the school, fulfilling the statutory role of a SENDCo
- Be responsible for day-to-day operation of the SEND policy and co-ordination of specific provision to support individual pupils with SEND
- Provide professional guidance and training to colleagues, working closely with staff, parents and other agencies
- If the successful candidate doesn't already hold a recognised SENDCo qualification, it is expected that they will study towards this qualification with immediate effect.
- To be the designated teacher for looked-after children, and carry out relevant annual training.
- The SENDCo will be expected to fulfil the responsibilities of a teacher, as set out in the STPCD
- While the SENDCo will have responsibility for the oversight of provision for pupils with SEND, class teachers will hold responsibility for the day-to-day education and support of pupils within their classroom. It is the job of the SENDCo to ensure that they are able to carry this out effectively through clear, coordinated, structured systems.

Duties and responsibilities

Strategic development of SEND policy and provision

- Have a strategic overview of provision for pupils with SEND across the school, monitoring and reviewing the quality of provision
- Directly contribute to school self-evaluation, particularly with respect to provision for pupils with SEND
- Make sure the SEND policy is put into practice and its objectives are reflected in the school improvement plan (SIP)
- Maintain up-to-date knowledge of national and local initiatives that may affect the school's policy and practice
- Deploy funding effectively
- Evaluate whether funding is being used effectively, and suggest changes to make use of funding more effective
- Any other strategic roles as directed by the Headteacher and/or Deputy Headteachers.
- Operation of the SEND policy and co-ordination of provision
- Maintain an up-to-date and accurate SEND register and provision map for all pupils with SEND.
- Ensure the school systems are highly effective and that reviews of One Plans (the school's internal system) are reviewed termly, and that EHCP reviews are carried-out properly, and in a timely manner.
- Provide guidance to colleagues on teaching pupils with SEND, and advise on the graduated approach to SEND support
- Advise on the use of the school's budget and other resources to meet pupils' needs effectively, including staff deployment
- Be aware of the provision in the local and wider offer
- Work with early years providers, other schools, particularly partner primary schools, educational psychologists, health and social care professionals and other external agencies

- Be a key point of contact for external agencies, especially the local authority (LA)
- Analyse assessment data for pupils with SEND, and coordinate interventions for those pupils who are falling behind, in conjunction with subject leaders across school.
- Implement and lead intervention groups for pupils with SEND, and evaluate their effectiveness.

Support for pupils with SEND

- Lead highly effective systems that allow the identification of pupils' SEND needs.
- Co-ordinate provision that meets the pupil's needs, and monitor its effectiveness.
- Put in place relevant and impactful support, and if required, secure relevant services for the pupils with SEND.
- Ensure records are maintained and kept up to date. Work with other members of the SEND team to ensure this happens.
- Review the education, health and care plans (EHCP) with parents or carers and the pupil, using the correct systems and processes.
- Communicate regularly with parents/carers, including a regular newsletter-style update for them.
- Ensure if a pupil transfers to another school, all relevant information is conveyed to that school, and support a smooth transition for the pupil.
- Promote pupil inclusion in the school community and access to the curriculum, facilities and extra-curricular activities.

Leadership and management

- Work with the Headteacher, Deputy Headteachers, and governors to ensure the school meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements.
- Prepare and review information the governing board is required to publish.
- Contribute to the SIP and whole-school policy on a regular basis.
- Identify training needs for staff and how to meet these needs.
- Lead INSET for staff.
- Share procedural information, such as the school's SEND policy.
- Promote an ethos and culture that supports the school's SEND policy and promotes good outcomes for pupils with SEND, in-line with the whole school culture and ethos.
- Lead and manage teaching assistants (TAs) working with pupils with SEND.
- Lead staff appraisals and produce appraisal reports.
- Review staff performance on an ongoing basis.
- Lead any SEND-based provisions in school.

Safeguarding

- Liaise and collaborate with the designated safeguarding lead (DSL) on matters of safeguarding and welfare for pupils with SEND
- Remain alert to the fact that pupils with SEND may be more vulnerable to safeguarding challenges

The SENDCo will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the SENDCo will carry out.

The postholder may be required to do other duties appropriate to the level of the role, as directed by Headteacher.

PERSON SPECIFICATION

Qualifications and training

Qualified teacher status (QTS) (This is a requirement under the SEND Code of Practice).

National Award for SEND Co-ordination, or a willingness to complete it within 3 years of appointment (This is a requirement under the SEND Code of Practice)

Degree level qualification.

Leadership qualifications are desirable, e.g. the NPQ qualifications.

Experience

Considerable teaching experience with proven impact on pupil outcomes, particularly at Key Stage 4, and with a particular impact on the outcomes for children and young people with SEND.

Experience of working at a whole-school level in a position of responsibility.

Significant involvement in self-evaluation and development planning.

Experience of conducting training/leading INSET is desirable.

Experience of line management of staff and/or leadership of teams.

Knowledge and Skills

Good working knowledge and understanding of the SEND Code of Practice.

A relevant, deep understanding of what excellence in the classroom looks like and how to model this to others, with a particular attention to catering for the needs of children and young people with SEND.

Ability to plan and evaluate interventions and produce relevant and usable data.

Data analysis skills and the ability to use data to inform provision planning.

Effective communication and interpersonal skills.

Ability to build effective working relationships.

Ability to influence and negotiate.

Excellent record-keeping skills.

Personal qualities

An inherent drive to achieve the best outcomes for pupils whilst loyally promoting the ethos and values of the school.

Commitment to equal opportunities and securing good outcomes for pupils with SEND.

The ability to work highly efficiently, under pressure and prioritise effectively

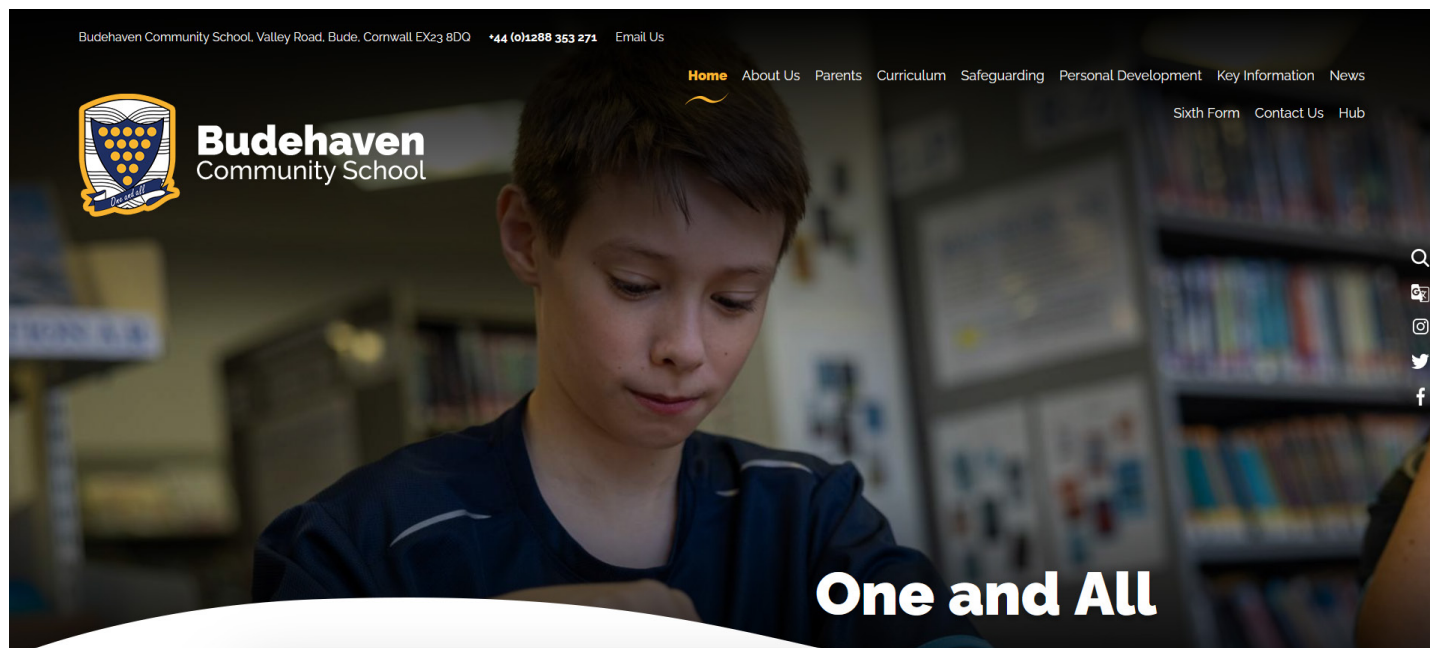
A commitment to maintaining confidentiality at all times

Unwavering attention to safeguarding procedures.

A working understanding of equality and diversity and the nine protected characteristics.

A good sense of humour, and an ability to work effectively as part of a team.

LINKS & FURTHER INFORMATION



www.budehaven.cornwall.sch.uk



www.facebook.com/budehavenschool

Other Links:

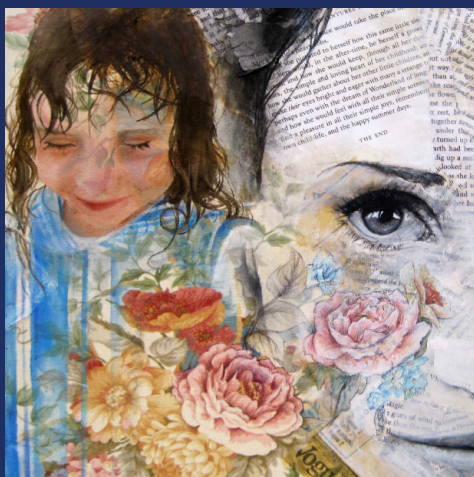
www.budehaven.cornwall.sch.uk/Ofsted

<https://x.com/BudeSchool>

www.instagram.com/budehavensixthformofficial

WE CAN OFFER

- Students who are welcoming, well behaved and curious young people
- The support of an experienced governing body and a dedicated team of staff and leaders
- A school that is at the heart of its community and is well respected
- CPD tailored to support you as you develop within your role
- A school that has innovative education and health care links
- A successful sixth form with students who go onto top universities
- Free use of the on-site Gym which was refurbished Autumn 2021
- Number of after school staff activities such as 5 aside football
- Free membership of the Smart Clinic, benefits include:
 - 24 hour helpline
 - Access to a virtual GP 24/7
 - Support and advice on
 - Managing a condition
 - Better health
 - Cognitive behavioural therapy
 - Counselling
 - Anxiety Management
 - Physiotherapy
 - Stress Management
 - Assertiveness and self-confidence training
 - Time management
- Free onsite parking
- Lifestyle Savings – Access a huge range of savings across the UK's major retailers
- Home and Electronics – Spread the cost of thousands of technology and home appliances shipped by Currys and John Lewis & Partners
- Cycle to Work – Save up to 43%* on the latest bikes and accessories for your commute to work (savings are realised through a salary sacrifice arrangement. Excluding disposal fee. Figures are a guide only and dependent on personal situation).
- On site Gym Membership
- Eye Test Vouchers for eligible staff
- Physiotherapy – Access to online advice and exercise programmes
- Counselling & Wellbeing Support - Access to a Wellbeing Resource Library
- GP Phone & Video Consultation – Accessible 24 hours a day, 7 days a week



OUR LOCALE

North Cornwall's beaches are famous for their haunting beauty and those in the Bude area are no exception. Vast expanses of clean, golden, sandy beaches, often backed by rugged cliffs, have captivated many a visitor's imagination over the centuries.

Bude itself has two main beaches, **Summerleaze** great for surfing and **Crooklets** which enables access, at low tide to the quiet coastline north towards **Northcott** and **Sandymouth**.

South of the town the beaches and bays of **Widemouth, Wanson Millook & Crackington Haven** which offer a wide range of attractions from surf schools to Geological marvels. The coast path in both directions from Bude offers stunning scenery and in places a great workout!

Head North to **Hartland Point** marks the location where the coastline takes a sharp right hand turn into **Bideford Bay**. The lighthouse there shines it's warning out across towards the nature reserve of **Lundy Island**. A unique habitat and perfect for Puffin spotting and swimming with the friendly seals.

Hartland Quay, Spekes Mill Mouth, Welcombe, Marsland Mouth and **Morwenstowe** offer access to the South West Coast path and all it's glory. The Rev **Hawkers Hut** is well worth seeking out.

A little further southward of Bude leads you to **Crackington Haven**, a beautiful little bay with Cafe's and Pub. Rising up to 'High Cliff' you then descend towards **Boscastle**, renowned and attractive National Trust village with spectacular cliff-hung harbour entrance, small quay and walks through beautiful **Valency Valley** and **St Nectan's Glen**. Thomas Hardy met his first wife here and based 'A Pair of Blue Eyes' on his experience in the district.

Tintagel, can get busy in high season but is always worth a visit. The ruined but spectacular **Tintagel Castle**, built in the 12 & 13th century by the Earls of Cornwall is another must see. Walks to **St Nectan's Glen, Boscinney Cove** and along **Rocky Valley** are a firm favorite of Staff at the school.

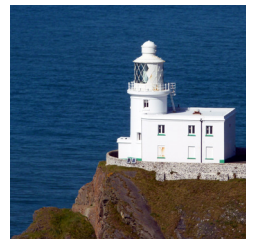
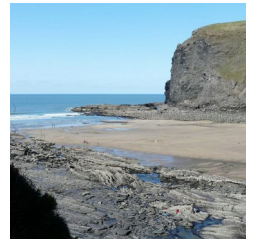
If you make it that far then it's just a short hop to **Port Isaac**, an unspoilt fishing village where white slate-hung houses run down to a sheltered harbour. It's a favorite location for film and TV companies with 'Poldark' and 'Doc Martin', 'Amy Foster' and 'Saving Grace' being shot there. It's little maze of alleyways, one called Squeeze-ee-belly, and old pilchard cellars, shingle beach and working crab boats are fascinating.

Wadebridge. Busy shopping centre. An historic centre for river, road and rail, with a 17 arch bridge over the River Camel, purportedly built on the foundation of wool sacks and known as 'The Bridge of Wool'. From here explore the wonderful **Camel Trail** South to Padstow or North to Wenford bridge, with the section between Bodmin and the end of the trail offering some of the quietest and most beautiful trail riding to be had in the South West.

Close by the A39, south of the town are the **Nine Maidens**—a line of tall stones, supposedly petrified maidens guilty of dancing on the Sabbath.

These are just a small sample of the huge variety of places to visit and things to do in this part of the world. We may well be a few miles from the major cities of Exeter, Truro and Plymouth but we make up for it with a quality of life that's hard to beat.

OS Maps: 190 'Bude & Clovelly', **111** , 'Bude, Boscastle & Tintagel' and **200** 'Newquay & Bodmin'.



FIND OUT MORE:

www.budehaven.cornwall.sch.uk/SEND

www.facebook.com/budehavenschool

<https://x.com/BudeSchool>

