



Job Description

Job title: Special Educational Needs Co-ordinator (SENDCO)

Contract type: Full Time - Permanent

Reporting to: Assistant Headteacher

Responsible for: Learning Support Assistants

Main Purpose

To provide professional leadership for SEND across the school, ensuring high-quality provision for students with SEND, statutory compliance, and strong outcomes for students in both mainstream and specialist provision.

The postholder will lead the operational delivery of inclusive practice, coordinate support for students with SEND, and provide professional leadership of the Learning Support Department and any specialist resource provision, ensuring that it delivers high-quality specialist support alongside meaningful inclusion within the life of the school.

Key Responsibilities

SEND Leadership

- Lead the strategic overview and operational delivery of the school's vision and strategy for SEND, inclusion and for any specialist resource provision
- Ensure SEND priorities are embedded within curriculum delivery and day-to-day practice
- Advise the Headteacher, SLT and Governors on SEND provision, statutory duties, student outcomes and operational priorities
- Contribute to school self-evaluation and improvement planning in relation to SEND provision

- Promote a whole-school culture in which inclusion is understood as the responsibility of all staff
- Work with senior leaders to implement the school's Inclusion Strategy in line with national SEND reform and emerging inclusion standards
- Ensure SEND provision is aligned with wider school priorities relating to attendance, behaviour, belonging, safeguarding and curriculum access

Statutory Compliance

- Act as the school's SENDCO in line with the SEND Code of Practice and relevant legislation
- Oversee the identification of students with SEND and maintain an accurate SEND register and provision map
- Lead EHCP processes, annual reviews and liaison with the local authority and external agencies
- Ensure that statutory records, exam access arrangements, reasonable adjustments and SEND-related documentation are accurate, compliant and up to date
- Ensure that records relating to SEND students are maintained in line with data protection requirements
- Develop and oversee systems for the implementation, review and quality assurance of Individual Support Plans (ISPs) for all students identified on the SEND register
- Ensure SEND systems and provision remain compliant with evolving statutory guidance and national reform expectations
- Work with senior leaders to fulfil statutory requirements in the admission of students with SEND

Leadership of SEND and Inclusion Provision

- Lead and quality assure provision for students with SEND across the school
- Monitor the quality of adaptive teaching, intervention and support for students with SEND, ensuring provision is ambitious, evidence-informed and enables access to inclusive mainstream education wherever appropriate
- Work with Heads of Department, pastoral leaders and other staff to ensure that students with SEND can access a broad and appropriate curriculum
- Monitor provision through lesson visits, review meetings, student voice, student shadowing and analysis of progress and pastoral data
- Identify students requiring additional intervention and ensure support is reviewed regularly for impact
- Oversee transition arrangements for students with SEND, including transfer from primary school, in-year admissions and post-16 progression

Leading and Managing the SEN Department and Specialist Provision

Ensure the Learning Support Department and any specialist provision delivers high-quality teaching, support and care for students placed within it

- Oversee the curriculum, staffing, provision and daily operation of all specialist provision
- Ensure that students in any specialist provision have meaningful access to mainstream learning, wider school experiences, enrichment opportunities and pastoral support where appropriate
- Monitor progress, attendance, behaviour, wellbeing and outcomes for students in the specialist provision
- Ensure that the Learning Support Department and any specialist provision is fully integrated into the school while meeting the specialist needs of its students
- Lead communication with parents, the local authority and external professionals regarding students within the Learning Support Department

Monitoring and Evaluation

- Monitor and evaluate progress, attainment, attendance, behaviour and wider outcomes for students with SEND
- Use data, student voice and parental feedback to evaluate impact and identify priorities for improvement
- Challenge underperformance and ensure that interventions and support are reviewed regularly for effectiveness
- Produce and lead the implementation of an annual SEND Monitoring, Evaluation and Review (Improvement) Plan
- Report regularly to SLT and governors on SEND performance, provision and compliance
- Meet regularly with the SEND link governor and with the wider governing body where needed
- Report to governors and senior leaders on SEND reform implementation, inclusion priorities and emerging statutory developments

Staff Development and Training

- Line manage the Learning Support Assistants (LSAs)
- Lead the deployment, development and appraisal of staff working in the Learning Support Department and any specialist provision
- Build staff expertise through training, coaching and professional guidance on inclusive practice and SEND
- Deliver whole-school training on SEND provision and inclusive teaching strategies
- Mentor individual teachers and Learning Support Assistants who require development and training in SEND practice

Resource Management

- Manage SEND budgets, staffing and resources effectively to secure value for money, inclusive practice and strong student outcomes
- Ensure effective deployment of Learning Support Assistants and support staff to maximise impact

Partnership Working

- Build positive and effective relationships with parents/carers, students, governors, the local authority and external agencies
- Work proactively with families and external professionals to strengthen confidence, transparency and collaborative approaches to SEND support
- Work alongside senior leaders to implement effective systems for SEND mediation, parental engagement and SEND complaints resolution in line with statutory guidance and emerging national reform
- Be outward-facing in seeking and sharing good practice to strengthen provision and outcomes

Contribution to Whole-School Leadership

- Contribute to the wider leadership and management of the school as appropriate
- Participate in school self-evaluation, policy development and improvement planning in relation to SEND
- Work collaboratively as part of the transition team and wider inclusion structures of the school, contributing specialist SEND expertise
- Teach a timetable appropriate to the scale and responsibilities of the post
- Undertake other duties appropriate to the level and responsibility of the post

Safeguarding

- Safeguard and promote the welfare of children and young people
- Ensure that students with SEND are supported through effective safeguarding, attendance and pastoral systems

Teaching and Learning

- Enable and ensure high standards in lessons for students with SEND
- Lead whole-school training with regard to SEND provision
- Work with teams to ensure that there is high-quality provision for all students
- Mentor individual teachers and teaching assistants who require development and training
- Promote and secure exemplary standards of student conduct, discipline and dress
- Provide opportunities for effective pastoral care which supports outstanding achievement
- Support the implementation of evidence-informed approaches to SEND and inclusive mainstream practice across the school

Other Professional Requirements and Accountabilities

- Establish and maintain effective working relationships with professional colleagues, especially Heads of Department and Heads of Year, in order to develop cross-curricular links and a creative approach to learning
- Establish effective relationships with parents/carers and inform them of developments and practices relating to SEND
- Participate in meetings with professional colleagues and parents/carers in respect of the duties and responsibilities of the post
- Take responsibility for one's own professional development
- Play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example
- Undertake any other duties as specified by the Headteacher