

Job Description**Special Educational Needs and Disabilities Coordinator (SENDCo AHT)****Job Title**

Special Educational Needs and Disabilities Coordinator (SENDCo)

Reports To

Headteacher

Responsible For

- SEND provision across both school sites
- Three Enhanced Provision Bases
- EYFS deputy SENDCo, SEND administrator, 3 lead senior SEND LSAs and support staff as directed
- Strategic leadership of SEND, inclusion and additional needs

Salary

Leadership Scale L12 – L16 (Outer London)

Job Purpose

To provide strategic and operational leadership for Special Educational Needs and Disabilities (SEND) across a large multi-site primary school serving children aged 2-11 years. The postholder will lead the development, implementation and evaluation of inclusive practice, ensuring that pupils with SEND achieve positive educational, social and emotional outcomes.

The SENDCo will lead provision across three Enhanced Provision Bases, support high-quality teaching for all learners and ensure statutory duties under the SEND Code of Practice are fulfilled.

Key Responsibilities**Strategic Leadership**

- Develop and implement the school's SEND and Inclusion Strategy across both sites.

- Lead the strategic development of SEND provision to improve outcomes for pupils with additional needs.
- Ensure SEND practice aligns with statutory guidance, local authority expectations and school improvement priorities.
- Advise senior leaders and governors on SEND trends, priorities, emerging needs and resource deployment.
- Monitor and evaluate the effectiveness of SEND provision and drive continuous improvement.

Leadership of Enhanced Provision Bases

- Provide strategic oversight of the school's three Enhanced Provision Bases.
- Ensure provision is appropriately designed to meet the needs of pupils with complex SEND.
- Lead the evaluation and development of specialist interventions, curriculum adaptations and personalised provision.
- Monitor admission, transition and reintegration arrangements where applicable.
- Ensure consistency of provision, practice and expectations across all Enhanced Provisions.

SEND Provision and Statutory Compliance

- Act as the school's designated SENDCo and maintain oversight of the SEND Register.
- Coordinate identification, assessment and review processes for pupils with SEND.
- Ensure effective implementation of the graduated approach: Assess, Plan, Do, Review.
- Lead annual reviews and contribute to Education, Health and Care Needs Assessment processes.
- Ensure statutory timescales, documentation and reporting requirements are met.
- Maintain accurate records and systems relating to SEND provision.

Quality of Education

- Work with leaders and teachers to ensure high-quality inclusive teaching across the school.
- Monitor the impact of interventions and targeted provision.
- Analyse attainment, progress, attendance and behaviour data for pupils with SEND.
- Support curriculum adaptation to meet a wide range of learning needs.
- Promote evidence-informed practice and effective deployment of support staff.

Leadership and Staff Development

- Lead, coach and develop staff in relation to SEND, inclusion and adaptive teaching.
- Deliver and coordinate professional development for teaching and support staff.
- Support leaders in managing performance and accountability relating to SEND provision.
- Foster a culture of inclusion, high expectations and collaborative practice.

Partnership Working

- Build effective relationships with parents and carers.
- Lead multi-agency working with external professionals, including Educational Psychologists, Advisory Teams, Health Services and Social Care.
- Act as the school's key professional for SEND matters.
- Support effective transition arrangements between phases and settings.

Safeguarding and Vulnerable Learners

- Ensure pupils with SEND are appropriately safeguarded and supported.
- Work closely with safeguarding, attendance and pastoral teams to remove barriers to learning.
- Promote inclusion, attendance, wellbeing and positive outcomes for vulnerable groups.

Resource and Financial Management

- Lead the effective deployment of SEND resources across both sites.
- Monitor SEND budgets and ensure value for money.

- Advise leaders on staffing structures, specialist resources and provision planning.
- Support the management and deployment of funding linked to EHCPs and additional needs.

General Responsibilities

- Undertake duties commensurate with the grade and responsibilities of the post.
- Attend relevant meetings, training and professional development.
- Uphold the values, policies and procedures of the school.
- Promote equality, diversity and inclusion in all aspects of the role.

Safeguarding Statement

The postholder is responsible for safeguarding and promoting the welfare of children and young people and must adhere to all safeguarding, child protection and safer working practice policies and procedures.

Person Specification (Summary)

Essential

- Qualified Teacher Status (QTS).
- National Award for SEN Coordination (or willingness to complete within statutory timescales).
- Significant leadership experience in SEND and inclusion.
- Proven experience of leading provision for pupils with complex needs.
- Excellent understanding of SEND legislation, the SEND Code of Practice and EHCP processes.
- Ability to analyse data and use evidence to improve outcomes.
- Experience of leading and developing staff.
- Strong communication and partnership-working skills.

Desirable

- Experience of leading SEND across multiple sites.

- Experience of specialist or enhanced provision.
- Senior leadership experience.
- Relevant postgraduate SEND qualification.
- Experience managing significant SEND budgets and staffing structures.