

Job title: Senco**Purpose of the Role**

The SENCO is responsible for ensuring that Special Educational Needs and Disabilities provision is effective, efficiently managed, and compliant with all relevant statutory and legal requirements.

The post holder will provide professional leadership and guidance to teaching and support staff, promoting high-quality inclusive practice, effective use of resources, and positive outcomes for students with SEND.

The SENDCO will oversee Education, Health and Care Plan (EHCP) processes, lead annual reviews, coordinate multi-agency involvement, and ensure that students' needs are accurately identified, monitored, and supported through appropriate interventions and provision.

Key Responsibilities**SEND Leadership and Provision**

- Lead and coordinate the day-to-day SEND provision across the setting.
- Promote an inclusive learning environment that enables all students to achieve their full potential.
- Monitor, evaluate, and develop SEND provision to ensure high-quality support and positive outcomes.
- Identify, assess, and review students' SEND needs, implementing appropriate strategies and interventions.
- Ensure compliance with the SEND Code of Practice, relevant legislation, and organisational policies.
- Oversee and maintain accurate SEND records, including EHCPs, Individual Education Plans (IEPs), support plans, and provision maps.
- Coordinate and lead EHCP annual reviews, ensuring statutory requirements and deadlines are met.
- Prepare and contribute to reports for statutory reviews, meetings, and external agencies.
- Liaise with examination coordinators regarding access arrangements and reasonable adjustments for students.
- Use provision mapping and data analysis to monitor the effectiveness of interventions and support.

Multi-Agency Working

- Act as the key point of contact for parents, carers, local authorities, and external professionals.
- Work collaboratively with educational psychologists, therapists, social care professionals, health services, and other agencies.
- Ensure recommendations from external specialists are implemented effectively and reviewed regularly.
- Facilitate communication between all stakeholders involved in supporting students with SEND.

Leadership and Staff Development

- Support the development of inclusive practices across teaching and support teams.

- Provide advice, guidance, and coaching to staff on SEND strategies and effective classroom practice.
- Encourage all staff to fulfil their statutory responsibilities regarding SEND.
- Deliver or coordinate SEND-related training and professional development.
- Develop and maintain efficient systems, templates, and processes to support SEND administration and communication.
- Contribute to strategic development planning and continuous improvement initiatives.
- Provide regular updates and reports to senior leaders on the effectiveness of SEND provision and student progress.
- Support quality assurance activities, audits, and policy reviews relating to SEND.

Student Support and Wellbeing

- Promote the educational progress, wellbeing, and inclusion of all students with SEND.
- Support staff in implementing positive behaviour management strategies and personalised support plans.
- Ensure student voice is considered when planning and reviewing provision.
- Provide guidance to students regarding educational pathways, transition planning, careers, and future opportunities.
- Contribute to safeguarding and pastoral support arrangements as required.

Professional Responsibilities

- Maintain the highest standards of professionalism and act as a positive role model.
- Undertake relevant training and continuous professional development, including maintaining the National Award for SEN Coordination where appropriate.
- Comply with all organisational policies relating to safeguarding, health and safety, confidentiality, equality, diversity and inclusion, information governance, and data protection.
- Work collaboratively with colleagues to support the wider aims and objectives of the organisation.
- Undertake other duties reasonably commensurate with the level and responsibilities of the post.

Confidentiality

The post holder will be required to maintain strict confidentiality regarding students, families, staff, records, services, and operational matters. Information must only be shared in accordance with organisational procedures, safeguarding requirements, and data protection legislation. Any breach of confidentiality may result in disciplinary action.

Person Specification

Essential

- Qualified Teacher Status (QTS) or relevant professional qualification.
- Experience of coordinating or leading SEND provision.
- Detailed knowledge of the SEND Code of Practice and current SEND legislation.
- Experience of leading EHCP reviews and working with external agencies.
- Strong communication, organisation, and report-writing skills.
- Ability to analyse data and use it to improve outcomes for students.

- Commitment to inclusive education and improving opportunities for students with SEND.

Desirable

- National Award for SEN Coordination (NASENCO) or willingness to achieve it.
- Experience working with a range of complex SEND needs.
- Leadership or management experience.
- Experience of training and supporting staff development.