



Holland Park School
SENCo
Candidate Information Pack

- Start Date:** Easter 2026 (or sooner by mutual consent)
- Salary Scale:** United Learning teachers’ pay scale (PT4-EPT3) + TLR1 (£10,000)
- Location:** Kensington, London, W8
- Contract Type:** Full Time
- Contract Term:** Permanent
- Responsible to:** Assistant Principal - Inclusion

Holland Park School, part of United Learning, seeks to attract driven staff whose attitudes are focused on the achievement of the highest possible standards and who regard children as the essence of the reason for wanting to work in a school.

We are seeking an exceptional SENCo to join our ambitious and inclusive community at Holland Park School. This is a unique opportunity for a qualified and passionate teacher to lead the strategic development and day-to-day coordination of SEND provision across the school, without a formal teaching timetable, enabling complete focus on delivering outstanding outcomes for our most vulnerable learners.

Holland Park School benefits from state-of-the-art facilities among the very best in the state sector, providing an inspiring environment for both staff and students. Our SEND Department is expanding rapidly, reflecting our belief that inclusion sits at the heart of educational excellence. We are proud to be shaping a culture of inclusion that aspires to be a national example of best practice, ensuring every child, regardless of background or need, thrives academically and personally within the full life of the school.

Rewards and benefits – United Learning

More pay, more time, and more support. We offer the best pay in the sector, three extra INSET days for planning, guaranteed personal days, great training for your career, and more. Teach with United Learning for a more rewarding career.

Our pledge, to all our academy teachers, is that by working for us you will benefit from **more pay, more time, and more support.**

More pay...	More time...	More support
<ul style="list-style-type: none"> • We pay an average of 5% above national scales – the best rates of pay in the sector • Cash towards medical treatment • Generous staff discount scheme 	<ul style="list-style-type: none"> • Three extra INSET days for planning • At least one personal day a year 	<ul style="list-style-type: none"> • Great training for your career • Exceptional curriculum resources • Expert subject advice • Support for your wellbeing

Key Responsibilities

- Lead and coordinate all aspects of SEND provision across the school in line with statutory requirements and United Learning frameworks.
- Oversee and lead the EHCP process, including new applications, statutory assessments, and annual reviews, ensuring high-quality and timely completion of all documentation.
- Work collaboratively with the Assistant Principal for Inclusion, pastoral teams, and classroom teachers to ensure that every child with SEND receives appropriate, high-quality support and reasonable adjustments.
- Design and deliver targeted interventions to support students' literacy, numeracy, communication, and social-emotional development.
- Lead on liaison with external agencies, including Educational Psychologists, Speech and Language Therapists, CAMHS and Local Authority SEND services.
- Support the identification and assessment of students with additional needs, ensuring accurate and up-to-date records are maintained on Arbor and CPOMS.
- Provide training, guidance, and coaching to teachers and support staff on inclusive practice and adaptive teaching strategies.
- Monitor and evaluate the impact of interventions and provision, using data and evidence to inform improvement plans.
- Contribute to the wider Inclusion Strategy and the school's ongoing work on attendance, behaviour, safeguarding, and pupil premium.
- Significant reduced teaching responsibilities.

About You

You will be a committed and experienced practitioner who believes that every child can achieve, regardless of starting point or need. You will have:

- Qualified Teacher Status (QTS)
- The National Award for SEN Coordination (or a willingness to complete it)
- A deep understanding of the SEND Code of Practice (2015) and experience in completing and reviewing EHCPs
- Experience in leading or coordinating SEND provision in a secondary school setting
- Strong communication and organisational skills, with the ability to manage multiple priorities effectively
- The confidence to work collaboratively with parents, carers, and professionals to achieve the best outcomes for young people
- A reflective and proactive approach, able to contribute to the school's culture of continual improvement and inclusion

This job description is not intended to be all-inclusive, and the successful candidate is expected to be flexible and proactive in meeting the needs of the school and willingly undertake any further duties required that are commensurate with the role.

PERSON SPECIFICATION | SENCo

Criteria	Essential	Desirable
Qualifications and Training		
Qualified Teacher Status (QTS)	X	
National Award for SEN Coordination, or willingness to complete within one year of appointment	X	
Degree in a relevant subject area	X	
Evidence of commitment to ongoing professional development and reflective practice	X	
Further or specialist SEND qualification (e.g. NASEN, SEN diploma, SEND leadership training)		X
Experience		
Experience supporting students with additional needs, whether as a class teacher, departmental lead, or inclusion link	X	
Understanding of the statutory processes for Education, Health and Care Plans (EHCPs) and experience contributing to reviews or assessments	X	
Experience of working collaboratively with parents, carers, and external agencies	X	
Experience (or strong potential) in designing and delivering targeted interventions	X	
Experience of leading or coordinating a small team, or willingness and potential to do so	X	
Experience analysing student data to monitor progress and impact	X	
Previous experience working in a diverse, inclusive school environment		X
Knowledge and Understanding		
Good understanding of the SEND Code of Practice (2015) and inclusive classroom practice	X	
Awareness of effective strategies for supporting students with literacy, numeracy, communication or social-emotional needs	X	
Knowledge (or readiness to develop knowledge) of the EHCP application process and liaison with Local Authority SEND services	X	
Understanding of how to lead a graduated response (Assess, Plan, Do, Review) in a secondary school context	X	
Familiarity with school systems such as Arbor, CPOMS, or SEND tracking tools		X
Awareness of current national priorities and best practice in inclusion, behaviour, and attendance	X	
Skills and Personal Qualities		
Excellent communication, interpersonal and organisational skills	X	
Ability to build strong, trusting relationships with students, families, and colleagues	X	
High expectations and belief that every child can achieve, regardless of background or need	X	
Analytical and reflective approach, with the ability to evaluate provision and drive improvement	X	
Confidence to influence, coach and support colleagues to improve inclusive practice	X	
Empathy, emotional intelligence, and genuine commitment to improving life chances for all students	X	
Resilience and professionalism when handling sensitive or challenging situations	X	
Commitment to the Holland Park Way of ambition, integrity and respect	X	

RECRUITMENT PROCESS

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will require an enhanced DBS clearance. We are dedicated to equality and valuing diversity.

Candidates who are selected for interview will be informed following the shortlisting process and full details of the interview will be provided. If you do not hear from us within 5 days of the closing date of the position, unfortunately, you have been unsuccessful on this occasion.

We will seek references on shortlisted candidates and may approach previous employers for information to verify experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

