Welcome to LSA

Creating stories that change the world.

Job Application Pack

Role: **SENDCo**

Closing Date: **5:30pm, Monday 12th October 2026**

Salary Band: **T1 £39,888 - T9 £58,777 + TLR £4,082**

Contract: **Full Time Permanent**

Location: **Highbury, London**

LSA LONDON SCREEN ACADEMY

INCLUSION AT LSA

LSA is a post-16 specialist academy with a diverse student community drawn from across London. Our students bring a wide range of strengths and needs, and we are proud of the inclusive culture we have built. We have invested significantly in our SEND provision and our pastoral and inclusion infrastructure, and we are looking for a SENDCo who can build on that foundation and take our practice to the next level.

The SENDCo works closely with the Vice Principal, the AP for Teaching and Learning, the AP for Inclusion, the Pastoral Manager and the Heads of Year to ensure that inclusion is embedded across every aspect of the student experience, from curriculum access and adaptive teaching to attendance, wellbeing and destination readiness.

As a post-16 setting, our work is shaped by the Preparing for Adulthood agenda. Supporting students to develop independence, self-advocacy and the skills they need for life beyond LSA is as important as supporting their academic progress.

ROLE PURPOSE

Inclusion is not an add-on at LSA - it is central to our identity and our ambition. We believe that every student, regardless of background, need or prior educational experience, deserves to thrive, participate and achieve. The SENDCo leads that commitment in practice, ensuring that our most vulnerable and complex students receive the identification, support and advocacy they need to succeed in a demanding and creative environment.

This is a strategic and operational leadership role. You will oversee SEND provision across the academy, manage EHCP processes from initial consultation through to annual review, develop inclusive practice across all teaching and pastoral teams, and work with families and external agencies to ensure that every student with additional needs is genuinely known and well supported. LSA draws students from across multiple London boroughs, and you will need the experience and confidence to work effectively across different local authority systems, processes and expectations.

LSA takes its resourcing of inclusion seriously. You will be supported by a dedicated SEND Administrator, a new 0.6 FTE post introduced for 2026/27, who will manage the administrative and compliance workload that sits alongside the EHCP process. You will have delegated authority over the SEND Admin post, with overall line management responsibility sitting with the Vice Principal This gives you genuine operational capacity to focus on the leadership, strategy and direct student work that matters most.

LINE MANAGEMENT

The SENDCo reports to the AP for Teaching and Learning, whilst the Vice Principal oversees the broader provision. The role works in close daily partnership with the AP for Inclusion, the Pastoral Manager, Heads of Year, PPD Leads and the SEND Administrator. The SENDCo has delegated authority over the SEND Administrator for the management of EHCP-related and administrative tasks.

CORE RESPONSIBILITIES

Strategic leadership

- Lead the strategic development of SEND and inclusive practice across LSA, ensuring inclusion is embedded in the school's culture, curriculum and systems
- Develop and maintain LSA's SEND policy, information report and local offer in line with statutory requirements
- Contribute to whole-school priorities including attendance, wellbeing and the quality of teaching and learning

Identification, assessment and support

- Oversee the effective identification and assessment of students with SEND, ensuring needs are recognised early and support is in place promptly
- Maintain an accurate SEND register and ensure all relevant staff have the information they need to support individual students
- Develop and review SEND support plans in collaboration with students, families, tutors and curriculum staff, monitoring progress and coordinating intervention where needed
- Oversee the administration of exam access arrangements in coordination with the SEND Administrator and Exams Officer

EHCP management and statutory compliance

- Oversee EHCP processes from pre-entry consultation through to annual review and transition planning, meeting all statutory timelines
- Work confidently across multiple London borough local authorities, navigating different processes and expectations with professionalism
- Support students joining LSA with EHCPs to ensure documentation and support are in place from day one
- Manage EHCP-related appeals, mediations or tribunal processes in coordination with SLT where needed

Teaching and staff development

- Teach a reduced timetable in English (including EPQ), Maths or Film and Television
- Work with teachers and pastoral staff to develop adaptive teaching practice and ensure high-quality inclusive provision across all subjects
- Lead CPD relating to SEND and inclusive practice, building staff confidence and capability across the whole team

Families and external agencies

- Build strong relationships with families and carers, keeping them informed and involved in their young person's support
- Coordinate with external professionals including educational psychologists, health practitioners and social care, ensuring involvement is timely and well managed
- Represent LSA in multi-agency meetings, person-centred reviews and other forums involving students with complex needs

SEND Administrator partnership

- Hold delegated authority over the SEND Administrator for EHCP-related and compliance tasks, providing clear direction and oversight
- Maintain clear and transparent lines of accountability between the two roles, ensuring the administrative and compliance aspects of SEND provision run smoothly

Safeguarding

- Contribute to safeguarding, wellbeing and wider pastoral systems, ensuring students with SEND are appropriately considered
- Escalate concerns promptly and in line with LSA's safeguarding structure

PERSON SPECIFICATION

The post would suit a qualified, experienced SENDCo who is ready to lead in a complex and ambitious post-16 setting, someone who combines strategic vision with hands-on commitment to individual students, and who has the confidence and skill to work across multiple local authority systems without losing momentum or accuracy.

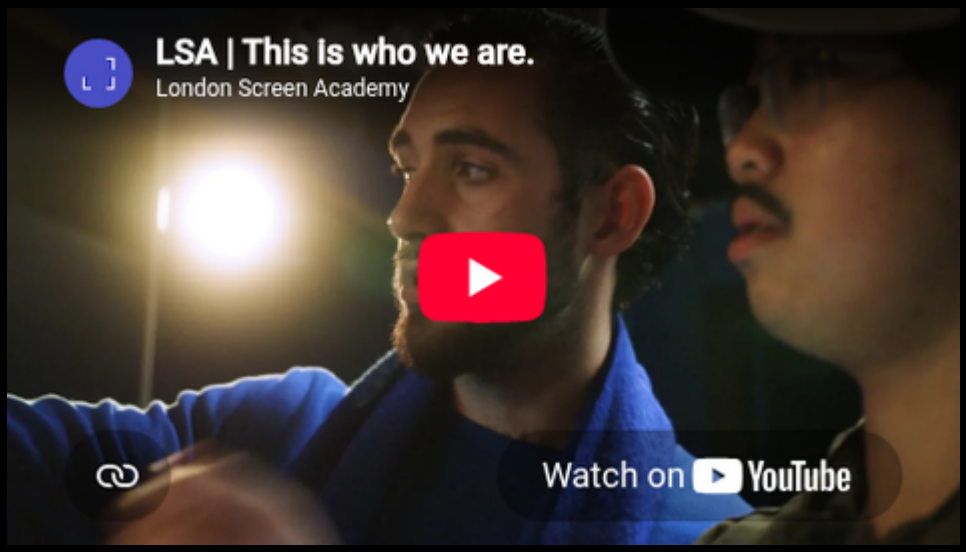
The successful candidate will:

- Hold Qualified Teacher Status and the National Award for SEN Coordination
- Have strong, current knowledge of SEND legislation, the SEND Code of Practice and EHCP statutory processes
- Have experience working with young people with SEND in an educational setting, post-16
- Have experience navigating EHCP processes (including multiple consultations) across multiple local authorities, or the clear confidence and capability to do so
- Be an excellent communicator, able to build trust with students, families, staff and external agencies
- Be highly organised and able to manage a complex, compliance-heavy workload with clarity and calm
- Have experience using data to inform intervention, track progress and demonstrate impact
- Be a confident and credible staff developer, able to lead CPD and raise the quality of inclusive practice across a whole school
- Understand the particular character of post-16 SEND, including the Preparing for Adulthood agenda, the role of student self-advocacy and the transition to adulthood
- Be committed to high expectations for every student and to the principle that SEND provision should be ambitious, not limiting
- Be reflective, proactive and genuinely excited by the opportunity to grow professionally in a school that will invest in you

SUCCESS IN THE ROLE WILL LOOK LIKE

- Every student with SEND is known, well supported and making strong progress towards their goals
- EHCP processes are managed accurately and within statutory timelines, across all relevant local authorities
- Teaching and pastoral staff feel confident and well equipped to support students with SEND in their day-to-day practice
- Families feel informed, involved and genuinely in partnership with LSA around their young person's support
- The SENDCo and SEND Administrator work as a coherent, well-organised team with clear and effective lines of accountability
- LSA's SEND provision is well evidenced, regularly reviewed and consistently improving
- The SENDCo is a trusted and respected voice in the school, contributing to the wider strategic direction of inclusion and student success

This is who we are



APPLYING TO LSA

We are committed to diversifying the screen industries and increasing the diversity of our team is an important step towards this goal. We would especially welcome applicants who are from Black, Asian or Minority Ethnic groups, who are currently under-represented in our teaching staff. We welcome applicants from all backgrounds, of any sexual or gender identity, neurodiverse applicants, adults of any age or religious belief and encourage applications from people with a disability.

Hiring Manager: Chloe McCarthy
Start Date: Janaury 2027 or earlier - flexible depending candidate's notice period
Salary Band: T1 £39,888 - T9 £58,777 + TLR £4,082
Closing Date: 5:30pm, 12th October 2026
Assessment day: 21st October 2026

If you would like to find out more about LSA or the role before applying, then please contact Kamille.Choudhury@lsa.ac.uk to arrange an informal chat.

Please note that this is completely optional and does not form any part of the selection process.

To apply, please complete the application form on our website:
www.lsa.ac.uk/work-with-us

or

APPLY NOW

THE HIRING JOURNEY

Stage 1

Application complete → Long listing process → Short listing process

Stage 2

Invite successful shortlist candidate to LSA for assessment day → Final selection process → Successful candidate offered role → **Join LSA**

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We look forward to you joining us and helping our students to create stories that change the world