

United Learning is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Job Description for SENDCO

Hours of work:	Full Time / 37.5 hrs Mon - Fri		
Supporting work/life balance:	8 INSET days per year / Health Cash Plan / Paid Personal Leave Day/ Staff Discount Scheme / Wellbeing Programme / High Quality Training & Development		
Reporting to:	SLT Link – Vice Principal	Direct reports:	Deputy SENDCO
Remuneration Package: Leadership			
Salary:	L7 – L11	Employer pension contribution:	TPS

Role Purpose:

The SENDCO will play a key role in ensuring the strategic development of the school's Inclusion policies and practices. The role holder will act as the SENDCO and lead the provision for students with Special Educational Needs and Disabilities (SEND). In addition, the postholder will have a teaching commitment and be responsible for promoting an inclusive learning environment for all students.

Main Duties and Responsibilities:

Leadership on Inclusion and SEND

- Lead the development, implementation, and review of the school's SEND and Inclusion policies to ensure compliance with statutory requirements and best practice.
- Work collaboratively to develop whole-school strategies that promote inclusivity and accessibility for all students, including those with SEND.
- Oversee the effective use of resources for students with SEND and manage the SEND budget effectively.
- Liaise with external agencies, Local Authority SEND services, and families to ensure the needs of students are met and statutory obligations, such as EHCP reviews, are fulfilled.

SENDCO Duties

- Oversee the identification, assessment, and support of pupils with SEND, ensuring that effective interventions are in place.
- Manage and coordinate Education, Health and Care Plans (EHCPs) and other statutory assessments.
- Provide leadership and direction to the school's SEND team, including Teaching Assistants and Learning Support staff.
- Maintain up-to-date records of pupils' progress and support plans, ensuring these are shared effectively with relevant staff.
- Deliver training and development for staff to enhance their understanding and effective support of pupils with SEND and other needs.

Teaching and Learning

- Maintain a teaching commitment, delivering high-quality lessons in line with school policy and curriculum requirements.
- Differentiate lessons to meet the diverse needs of learners, including those with SEND and those who require additional support.
- Use assessment data to monitor progress and adapt teaching strategies as necessary.
- Act as a role model for inclusive and innovative teaching and learning practices across the school.

Staff Development and Training

- Lead on the development and delivery of CPD for staff regarding SEND and Inclusion practices.
- Support teachers in the differentiation of their lesson plans to ensure all learners can access the curriculum.
- Promote a culture of continuous professional development to ensure all staff are skilled in inclusive education.

Pastoral Care and Safeguarding

- Work closely with the pastoral team to ensure the wellbeing of SEND students and other vulnerable groups.
- Ensure that safeguarding procedures are rigorously followed for all students, particularly those with additional needs.



United Learning is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

- Support the development of individual behaviour and support plans for students with SEND, in collaboration with parents and external agencies.

Stakeholder Engagement

- Develop and maintain positive relationships with parents, carers, and guardians to ensure they are fully involved in their child’s education and progress.
- Attend and contribute to governors’ meetings and other leadership meetings as required.
- Act as the key point of contact for families of students with SEND, offering advice and guidance on support available.

Person Specification for SENDCO

Qualifications		
Qualified Teacher Status	Essential	Application
National Award for SEND Coordination	Essential but we would support obtaining the right candidate with obtaining this whilst in post	Application/Interview
Evidence of continuous professional development, particularly in the areas of SEND and Inclusion	Essential	Application
Leadership and management qualification (e.g., NPQSL or NPQH).	Desirable	Application
Safeguarding Level 3 qualification	Desirable	Application
Knowledge		
Good knowledge of the SEND Code of Practice, the Equality Act 2010, and other relevant SEND and Inclusion legislation.	Essential	Application/Interview
A strong understanding of safeguarding and child protection policies, with the ability to apply them in practice.	Essential	Application/Interview
Comprehensive understanding of inclusive teaching and learning strategies, with experience in adapting curriculum to meet diverse learning needs.	Essential	Application/Interview
Awareness of the latest research and best practices in SEND, including assistive technologies and interventions for students with learning difficulties.	Essential	Application/Interview
Understanding of the graduated response to SEND, including the Assess, Plan, Do, Review cycle.	Essential	Application/Interview
Experience		
Significant teaching experience across a range of year groups, with evidence of delivering consistently high-quality teaching and learning outcomes.	Essential	Application/Interview
Proven experience in a SENDCo role or in a leadership capacity within a SEND/Inclusion framework.	Essential	Application/Interview
Experience in implementing and monitoring Education, Health and Care Plans (EHCPs).	Essential	Application/Interview
Experience of working effectively with a range of external agencies (e.g., health professionals, social services, educational psychologists) to support students with additional needs.	Essential	Application/Interview
Proven track record of leading and managing staff, including the ability to coach, support, and develop colleagues.	Essential	Application/Interview
Experience of working in a secondary school setting with a diverse student population, including those from disadvantaged backgrounds and with complex SEND	Essential	Application/Interview
Experience of managing a SEND budget and deploying resources effectively.	Desirable	Application/Interview
Experience of delivering whole-school CPD or training in SEND and Inclusion	Essential	Application/Interview
Skills		



United Learning is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Committed to the safeguarding of young people	Essential	Application/interview
Leadership skills, with the ability to inspire and motivate staff to achieve shared goals.	Essential	Application/interview
Strong organisational and time management skills, with the ability to handle multiple responsibilities and meet deadlines effectively.	Essential	Application/interview
Highly developed communication and interpersonal skills, with the ability to engage with students, staff, parents, and external agencies.	Essential	Application/interview
Ability to analyse student data, track progress, and use this information to inform strategic decision-making and intervention planning.	Essential	Application/interview
Confident in delivering high-quality teaching and providing modelling and support for colleagues to improve classroom practice.	Essential	Application/interview
Competent in managing challenging behaviour and promoting a positive, inclusive school culture.	Essential	Application/interview
Ability to differentiate teaching to meet the needs of all learners, including those with SEND, EAL, and other additional needs.	Essential	Application/interview
Personal Qualities		
Strong commitment to promoting equality of opportunity and inclusive education.	Essential	Application/interview
Empathy and compassion for students with diverse needs, combined with high expectations for their achievement and progress.	Essential	Application/interview
Resilience, with the ability to remain calm under pressure and adapt to changing circumstances.	Essential	Application/interview
Self-motivated, with a proactive approach to professional development and school improvement.	Essential	Application/interview
Integrity and a high level of professional conduct, acting as a role model for students and staff.	Essential	Application/interview
Collaborative, with the ability to work effectively as part of the Senior Leadership Team and build positive relationships with all stakeholders.	Essential	Application/interview
Reflective, with a strong desire to learn from experience and drive continuous improvement.	Essential	Application/interview

The information contained above is to help colleagues understand and appreciate the work content of their post and the role they are to play in the organisation. However, it should be noted that whilst every effort has been made to outline many duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have therefore been used; in which case all the usual associated duties are included in this job description.

This job description will be reviewed annually as part of the performance management process and may be subject to amendment or modification at any time after consultation with the post holder.

Signed: _____ Date: _____

Name (Post holder): _____

