



JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: SENCO

Salary: L6 to L10

Hours: Full time

Location: New Regent's College

Line Managed by: Deputy Headteacher

Responsible to: Headteacher

Purpose of the Role

Job Purpose:

Working under the direction of the Headteacher and Deputy Headteacher, the SENCO will:

- Lead the strategic development of Special Educational Needs (SEN) policy and provision across the school.
- Manage the day-to-day implementation of the SEN policy and coordinate targeted support for pupils with SEN or disabilities.
- Provide professional advice and guidance to colleagues, collaborating closely with staff, parents, and external agencies.
- Fulfil the professional duties of a teacher as outlined in the STPCD.

Key Responsibilities

Strategic development of SEN policy and provision

- Have a strategic overview of provision for pupils with SEN or a disability across the school, monitoring and reviewing the quality of provision
- Contribute to school self-evaluation, particularly with respect to provision for pupils with SEN or a disability
- Lead on the implementation of the SEND Policy and Information Report, ensuring statutory compliance and embedding SEND priorities within the School Development Plan (SDP) and wider school development planning.
- Maintain up-to-date knowledge of national and local initiatives that may affect the school's policy and practice
- Have oversight of the transfer of SEND information from feeder schools at the point of induction.
- Work alongside the Deputy Headteacher for Inclusion to assess workforce development needs and design and deliver targeted CPD that builds staff expertise in adaptive teaching and inclusive practice, ensuring high-quality first teaching for all learners.
- Develop effective partnerships with outside agencies, parents and governors.
- Promote inclusion and a culture of high expectation for learners with SEND.

Operation of the SEN policy and co-ordination of provision

- Coordinate identification, assessment, and review processes for pupils with SEND, including those with complex social, emotional and mental health (SEMH) needs.
- Ensure robust screening and baseline assessment on admission to identify unmet or previously unidentified SEND.
- Maintain and regularly review the SEND register, ensuring accurate and up-to-date records.
- Lead the planning, implementation and evaluation of personalised support plans, including pupil passports and EHCP provision.
- Coordinate Annual Reviews and interim reviews for pupils with Education, Health and Care Plans (EHCPs), ensuring statutory compliance. Respond to EHCP consultations.
- Oversee the commissioning, quality assurance and impact evaluation of alternative provision, ensuring it is needs-led and supports positive academic, social and emotional outcomes for pupils.
- Collate information for Exam Access Arrangements.
- Deploy and monitor targeted interventions to support academic progress, emotional regulation, engagement, and reintegration where appropriate.
- Maintain clear communication with parents/carers regarding SEND provision, progress, and review outcomes.

Teaching & Learning

- Plan and deliver engaging, differentiated lessons that meet curriculum requirements and the needs of diverse learners.
- Maintain high expectations for learning, progress, behaviour, and achievement.
- Assess student progress regularly, provide high-quality feedback, and maintain accurate records.

Classroom Environment & Behaviour

- Create a safe, positive, and well-organised classroom environment conducive to learning.
- Apply consistent behaviour management strategies in line with school policies.
- Build positive relationships that support engagement and high expectations.

Additional:

- As part of a team, supervise students during break, lunch, before and after school duties, ensuring safety and positive conduct as per the needs of the school.
- Participate in exam invigilation and the preparation of examination spaces in line with school and awarding body procedures.
- Maintain professional conduct, confidentiality and adherence to safeguarding and behaviour policies.
- Undertake any other duties commensurate with the grade and scope of the post, as reasonably directed by the Headteacher.

Safeguarding Commitment:

- New Regent's College is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to undergo an enhanced DBS check and all other relevant pre-employment checks.

Person Specification

Criteria	Essential	Desirable
Qualifications		
Qualified Teacher Status (QTS)	✓	
NASENCO award	✓	
Further evidence of CPD		✓
Experience		
minimum of 3 years teaching experience in a mainstream state secondary/primary school.	✓	
Ability to demonstrate strong classroom practice	✓	
Experience in alternative provision, PRUs, or SEND contexts		✓
Experience using adaptive teaching to support the needs of learners with additional needs.	✓	
Skills and understanding		
Secure knowledge of the complexities of SEMH	✓	
Understanding and knowledge of the SEND code of Practice	✓	
In depth understanding of what good inclusive teaching looks like and of effective intervention strategies	✓	
Effective communication and interpersonal skills	✓	
Ability to navigate and solve complex problems and seek out the right support when necessary	✓	
Ability to influence and negotiate	✓	
Qualities		
Positive, proactive attitude to work and life.	✓	
Resilient, reflective and calm under pressure.	✓	
Reflective, curious and committed to continuous improvement	✓	
Flexible and able to adapt to changing priorities.	✓	
Reliable, professional, and an effective role model for students.	✓	
Committed to inclusion, equality and the values of the school.	✓	