



# SENDCo (Special Educational Needs & Disabilities Coordinator)

**RESPONSIBLE TO:** Head of Primary / Deputy Head (Academic)

**CONTRACT:** Full-time (2-year renewable)

## 1. Purpose of the Role

The SENDCo provides strategic leadership and day-to-day coordination of provision for pupils with Special Educational Needs and Disabilities (SEND). Aligned with the UK National Curriculum and the 2026 SEND National Standards, the role ensures that every child, regardless of their learning profile, achieves their "personal best". This position is central to the school's mission of fostering a supportive, inclusive community that nourishes success.

## 2. Key Responsibilities

### Strategic Leadership & Management

- Develop and oversee the implementation of the school's SEND/ALN policy and strategy to ensure high-quality provision.
- Collaborate with the Senior Leadership Team (SLT) to ensure inclusion is a whole-school priority reflected in the School Development Plan.
- Analyse and interpret specialist assessment data to inform practice and advise on resource requirements.
- Maintain the school's Additional Learning Needs (ALN) Register and ensure accurate, up-to-date records.

### Teaching, Learning & Curriculum Access

- Provide professional guidance to teachers on the graduated approach and evidence-based strategies for high-quality, inclusive teaching.
- Work with Subject Leaders to ensure the curriculum is accessible and that realistic yet challenging expectations are set for all pupils.
- Deliver specialist 1:1 or small-group interventions and model exemplary classroom practice for colleagues.
- Identify and implement reasonable adjustments for national assessments and examinations.

### Assessment & Progress Monitoring

- Lead the early identification of pupils with SEND through robust screening and 4-part cycle assessments (Assess, Plan, Do, Review).
- Oversee the creation and review of Individual Education Plans (IEPs) in collaboration with teachers and parents.
- Monitor the progress of pupils with SEND regularly, evaluating the impact of interventions on student outcomes.

## Partnerships & Communication

- Serve as the primary point of contact for parents, building trust through honest, transparent, and regular communication.
- Liaise with external agencies, including Educational Psychologists, Speech and Language Therapists, and medical professionals.
- Coordinate smooth transitions for pupils with SEND entering or leaving the school, or moving between key stages.

## Safeguarding & Pastoral

- Ensure the physical and emotional wellbeing of pupils with SEND, following all KH8 and international safeguarding procedures.
- Promote a stigma-free environment where students feel safe to seek help and their voices are heard.

## 3. Person Specification

### Qualifications & Experience

- A recognized teaching qualification (Degree and PGCE/QTS or international equivalent).
- **Mandatory:** Completion of the National Award for Special Educational Needs Coordination (NASENCO) or equivalent postgraduate SEND qualification.
- Proven experience as a classroom teacher with significant experience in a SEND/ALN leadership or coordination role.
- Experience working in a British or international school setting, ideally with knowledge of the 2025/2026 UK SEND Code of Practice.

### Knowledge & Skills

- Deep understanding of different learning difficulties (ASD, ADHD, SEMH, Sensory, etc.) and effective intervention strategies.
- Strong analytical skills to interpret complex assessment data and track pupil trajectories.
- Confident use of technology for tracking (e.g., MIS systems) and for assistive learning.
- Exemplary communication skills, with the ability to lead training (INSET) and facilitate sensitive parent meetings.

### Attributes

- **Resilient, Respectful, and Responsible:** Embodying the KH8 core values.
- Culturally sensitive and adaptable, thriving in Malaysia's diverse international environment.
- Warm, empathetic, and committed to raising the attainment of all vulnerable learners.
- Highly organized and proactive, with the ability to manage a complex and varied workload.