



## **Special Educational Needs Coordinator (SENCO)**

**Location:** Bellver College, Mallorca, Spain

**Reports to:** Principal (Director)

**Contract Type:** Full-time

**Start Date:** August 2026

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### **Role Overview**

Bellver College is seeking an experienced, reflective, and visionary Special Educational Needs Coordinator (SENCO) to lead the development and expansion of an inclusive student support program across the school.

This is a unique opportunity to **build an SEN program from the ground up**, shaping systems, practices, and culture in close collaboration with a **supportive leadership team, engaged teaching staff, and an experienced global inclusion consultant**. The successful candidate will play a key strategic and operational role in ensuring that students with diverse learning profiles are supported to thrive academically, socially, and emotionally within the Bellver College community.

The SENCO will lead inclusive practice across the school, balancing strategic program development with hands-on coordination, coaching, and collaboration.

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### **Key Responsibilities**

#### **Strategic Leadership & Program Development**

- Design, develop, and expand Bellver College's SEN and inclusion framework, building systems, processes, and documentation from the ground up.
- Work in close collaboration with a global inclusion consultant to co-design sustainable, context-responsive student support structures.
- Establish clear referral pathways, assessment processes, and support models aligned with best practice and regulatory expectations.
- Contribute to whole-school strategic planning related to inclusion, wellbeing, and student support.
- Collaborate for the recruitment and hiring of new members of the Student Support Team.
- Lead annual reviews/evaluations for department team members.



- Manage, organize, and operationalize specialists, teachers, assistants, and staff members to facilitate smooth systems and procedures for student support.

## **Student Support & Case Management**

- Coordinate identification, assessment, and monitoring of students with additional learning needs, including admissions determinations for students who may qualify for services. Ensure monitoring of case load size, and appropriate staffing aligns with admissions decisions.
- Lead the development, implementation, and review of Individualized Education Plans (IEPs), Individual Learning Plans (ILPs), or equivalent.
- Monitor student progress using data-informed and strengths-based approaches.
- Liaise with external professionals (e.g., psychologists, therapists, medical professionals) as needed.
- Support transitions between year groups and school sections.

## **Teaching & Learning Support**

- Work collaboratively with teachers to adapt curriculum, instruction, and assessment to meet diverse learner needs.
- Model and promote inclusive classroom practices and differentiated instruction.
- Provide coaching, guidance, and practical strategies to teachers and teaching assistants.
- Support the use of accommodations, assistive technology, and inclusive assessment practices.

## **Collaboration & Community Engagement**

- Build strong, trusting partnerships with teachers, leadership, and support staff.
- Communicate clearly and compassionately with families, supporting shared understanding and partnership.
- Work alongside a supportive and engaged teaching team committed to inclusive growth.
- Collaborate with leadership to ensure alignment between inclusion practices and Bellver College's values and vision.



## **Professional Learning & Capacity Building**

- Lead and support professional learning related to inclusion, neurodiversity, and student support.
- Foster a culture of reflective practice and continuous improvement.
- Stay informed about current research, legislation, and best practice in special and inclusive education.

## **Safeguarding & Compliance**

- Ensure all SEN practices align with safeguarding and child protection policies.
  - Maintain accurate, confidential student records in line with school and legal requirements.
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## **Qualifications & Experience**

### **Essential**

- Recognized SENCO qualification or equivalent postgraduate qualification in Special / Inclusive Education.
- Relevant teaching qualification.
- Experience coordinating SEN provision or leading inclusion initiatives.
- Strong knowledge of inclusive education frameworks and evidence-based practices.

### **Desirable**

- Experience in an international or bilingual school setting.
  - Experience developing systems and programs rather than inheriting established ones.
  - Familiarity with MTSS, Response to Intervention (RTI), or similar tiered support frameworks.
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## Skills & Attributes

- Strategic thinker with the ability to translate vision into practical systems.
  - Confident collaborator who builds trust and shared ownership.
  - Highly organized, adaptable, and solution-focused.
  - Strong interpersonal and communication skills.
  - Deep commitment to equity, belonging, and strengths-based practice.
  - Comfortable working in partnership with external consultants and specialists.
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## What Bellver College Offers

- A rare opportunity to **shape and lead an inclusion program from its foundation.**
  - A **supportive, collaborative leadership team** committed to inclusive growth.
  - An engaged teaching team open to learning, reflection, and shared problem-solving.
  - Ongoing professional learning and collaboration with a **global inclusion consultant.**
  - A welcoming international school community in Mallorca.
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## Safeguarding Statement

Bellver College is committed to safeguarding and promoting the welfare of children and young people. All appointments are subject to appropriate safeguarding checks.