

Job Description: SENDCo / Inclusion Lead (Maternity Cover)

Responsible to: Headteacher

Salary/Grade: Qualified Teacher Pay Scale

Hours: 0.6 role

Job Purpose

To provide strategic direction and operational leadership for Special Educational Needs and Disabilities (SEND) and Inclusion. In a one-form entry primary school, the postholder will champion high-quality inclusive practice, ensuring that all pupils—including those with SEND, Pupil Premium (PP), English as an Additional Language (EAL) and Looked After Children (LAC) —are supported to achieve their full potential.

Key Responsibilities

1. Strategic Direction

- Oversee the day-to-day operation of the school's SEND and Inclusion policies.
- Evaluate the effectiveness of inclusion and SEND provision, reporting regularly to the Headteacher and the Governing Body.
- Line-management of the Learning Support Assistants (LSAs) who work directly with the children awarded Education Health Care Plans (EHCPs)

2. Coordination of SEND & Provision

- Maintain an accurate SEND register and robust provision map.
- Oversee the statutory processes for EHCPs and lead Annual Reviews.

3. Teaching & Learning

- Has experience of modelling excellent classroom practice and supporting teachers in making the curriculum accessible to all learners through adaptive teaching.
- Identify barriers to learning and design, implement, and evaluate targeted intervention programmes.
- Lead high-quality Continuing Professional Development (CPD) and training for teaching staff, Teaching Assistants (TAs) and Learning Support Assistants (LSAs).

5. Partnership with Parents, Carers & External Agencies

- Act as the primary point of contact for external professionals, including Educational Psychologists, Speech and Language Therapists, and Local Authority inclusion teams.
- Build trusting, collaborative partnerships with parents/carers, ensuring they are actively involved in decision-making and target setting.
- Manage smooth transitions for vulnerable pupils (e.g., transitioning to primary school)

Person Specification

Qualifications

- Qualified Teacher Status (QTS) in the UK.
- National Award for Special Educational Needs Coordination (NASENCo) - Desirable

Experience & Knowledge

- Successful teaching/SENDCo experience.
- Deep understanding of the SEND Code of Practice and statutory SEND regulations in England.
- Experience working effectively with children with diverse needs, including ASD and complex learning difficulties.

Skills & Personal Attributes

- Excellent communication, empathy, and interpersonal skills for liaising with families and external agencies.
- Strong organisational skills to manage competing priorities in a one-form entry setting.
- Resilience and a proactive, solution-focused approach to problem-solving.