

JOB DESCRIPTION

Authority: Bracknell Forest Council	Location: Whitegrove Primary School
Job title: Special Educational Needs and Disability Leader. (SENDCo) Minimum of 0.8	Grade/salary range: MPS / UPS A SEN point may be awarded Salary maybe negotiated for an experienced candidate

Job Purpose

To be responsible to the Headteacher
To manage the day-to-day operation of the school's SEND policy.

Objectives – (against which performance can be measured).

To raise the standard of achievement of pupils with special educational needs.
To ensure inclusive pupil entitlement to the National Curriculum.
To contribute to the strategic objectives of the School Development Plan.

Main duties and responsibilities

Principal responsibility areas (key areas of work).

- Lead and co-ordinate provision for pupils with special needs, and maintain and oversee appropriate record keeping systems.
- Be the line manager for two SEN HLTAs and some Learning Supports Assistants, to include allocation of hours and appraisals.
- Support and monitor the identification and assessment of pupils with special education needs.
- Support and develop colleagues in relation to SEND through advice, guidance and organisation of in-service training.
- Monitor and evaluate the effectiveness of SEN provision.
- Secure, allocate and monitor resources to ensure curriculum access for pupils with special education needs.
- Liaise with parents, pupils and outside agencies as appropriate.
- Liaise with other schools to ensure continuity of support and learning when transferring pupils with SEND.
- Oversee the small in number but broad spectrum of provision for vulnerable children including PPG, EAL and in-year admissions.

Key tasks:- (within principal responsibility areas – the emphasis may change from year to year).

- Support teaching staff to manage IEPs and reviews for all children on the SEND register.
- Ensure that a suitable SEND register is maintained and that staff are aware Of their duties.
- Work alongside teachers to identify pupils who may have special educational needs.
- Administer and interpret appropriate assessments for pupils as necessary.
- Where appropriate, plan and deliver INSET for all staff in relation to overcoming barriers to learning and statutory responsibilities.
- Work alongside colleagues to develop appropriate Individual Education Plans for

pupils with special educational needs.

- Monitor progress of children on the SEND register and support implementation of appropriate programmes through provision mapping.
- Undertake professional development activities to increase own effectiveness.
- Inform the Governors for SEND of the outcomes of SEND audits and any relevant STEP visits.
- Advise on setting targets for improvement for pupils with special educational needs.
- To have professional input on the purchase, establish and maintain appropriate teaching and learning resources.
- To ensure the effective, efficient use of resources, including ICT, for pupils with SEN.
- Work alongside colleagues to liaise with parents of pupils with SEND as appropriate within the school day.
- Collaborate with outside agencies to raise the achievements of pupils with special educational needs.
- Liaise with other SENCOs and schools to facilitate joint projects and the maximisation of expertise and equipment.
- To achieve a satisfactory balance between the time required to discharge their professional duties and the time required to pursue their personal interests outside work.

Pastoral.

- Liaise with parents of pupils on the SEND register when appropriate within the school day.
- To liaise with the pastoral staff, senior leaders and outside agencies (e.g. family Support Worker).
- To support learners' behaviour constructively within the clear and positive framework of the school's behaviour policy.
- Be an active member of the school's leadership, safeguarding and vulnerable children's teams
- Williness to act as a mental health lead and to support staff to embed the school's work on Zones of Regulation.

General.

- To undertake class teacher duties when needed.

An annual review of this job description and allocation of particular responsibilities will take place as part of the appraisal cycle.

PERSON SPECIFICATION

Authority: Bracknell Forest Council	Location: Whitegrove Primary School
Job Title: Minimum of 0.8 SENCO	Grade/salary range: MPS/ UPS plus a SEN point may be awarded

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications And Training	<p>Qualified teacher status</p> <p>A degree or equivalent qualification</p> <p>Evidence of CPD relating to SEN</p> <p>Willingness to be trained as a DSL</p> <p>Willingness to be trained as a mental health leader</p>	<p>3 Years classroom exp</p> <p>SEND qualification or willingness to undertake</p>
Competence Summary (Knowledge, abilities, skills, experience)	<p>Ability to prioritise and manage their own time effectively in relation to balancing the demands made by administrative duties, teaching and acting as a resource for staff.</p> <p>Knowledge and understanding of how to devise implement and evaluate systems for identifying, assessing and reviewing pupils' SEND in relation to the school's SEND policy.</p> <p>Ability to collect and interpret assessment data.</p> <p>Awareness and understanding of the implication of equal opportunities, multicultural education and inclusion.</p> <p>Knowledge of computer software relevant to the support pupils with SEND.</p> <p>Experience of working with the SEND Code of Practice.</p> <p>Understanding of the potential of computer technology to enhance the curriculum for pupils with SEND.</p> <p>Awareness and understanding of the role of parents in education.</p> <p>Experience of working with parents.</p> <p>Resilience and personal drive.</p> <p>Ability to motivate colleagues.</p>	<p>Thorough knowledge and understanding of the National Curriculum and Foundation Stage</p> <p>Experience of leading and managing a team</p> <p>Can demonstrate leadership qualities and people management skills</p> <p>Knowledge of how ICT can be used to help pupils gain access to the curriculum and as an aid to teaching and learning.</p> <p>Experience of leading learning support assistants or other support staff.</p> <p>Experience of working with parents and governors.</p>

A Butler
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