



GUSTON CHURCH OF ENGLAND PRIMARY SCHOOL

JOB TITLE: Special Educational Needs Coordinator

GRADE: MPS/UPS (£35,674 to £45,646)

RESPONSIBLE TO: Headteacher

PROFESSIONAL RESPONSIBILITIES

The post falls within the School Teachers Pay and Conditions of Employment

Strategic Leadership:

- Develop and implement a comprehensive school-wide inclusion plan aligned with the school's Christian vision and SEND policy.
- Monitor and evaluate the effectiveness of inclusion practices, identifying areas for improvement and ensuring use of mainstream core standards.
- Lead staff training on inclusive teaching strategies, SEND awareness, and effective interventions.
- Support the leadership team to embed inclusion within the school culture through close collaboration.
- Report to Governors, when appropriate.

Student Support:

- Support staff to identify and assess students with special educational needs through observations, data analysis, and individual screening, working closely with parents and teachers.
- Develop personal support plans for students with SEND, including specific targets, interventions, and accommodations.
- Coordinate support services for students with SEND, through building relationships with specialist teachers, teaching assistants, and external agencies.
- Work with staff to monitor student progress and make adjustments to interventions as needed.

CPD

- Participate in relevant conferences and training to enhance knowledge and skills. This includes attendance at LIFT, SENCo forums etc.

Professional and Personal Qualities :

- Qualified teacher status (QTS) with experience in primary education
- A recognized SENCO qualification (e.g., SENCO Award)
- Strong understanding of the SEND Code of Practice and relevant legislation
- Up to date on current research and best practices related to inclusive education and SEND.
- Excellent communication and interpersonal skills to effectively collaborate with children, staff, parents, and external agencies. Experience of working with families with EAL would be an advantage.

- A passion for effective teamwork, within a close knit team.
- The ability to work collaboratively and add to the already positive culture in the school.
- Proven ability to analyse data and use it to inform decision-making regarding student needs
- Experience in developing and delivering effective interventions for students with a range of SEND
- Ability to lead and motivate others to embrace inclusive practices.
- Ability to work flexibly to meet the demands of a highly mobile school population.