

# Vane Road Primary School

## SENDCO

**Pay Scale:** UPS1 (£27,388 actual salary)

**Contract:** Part time, 3 days a week, Permanent

**Required** from 1<sup>st</sup> September 2025



01325 300380

[www.vaneroadprimary.co.uk](http://www.vaneroadprimary.co.uk)

Are you looking for an opportunity to join a forward-thinking and creative leadership team?

Do you want to use your skills and experiences to make a difference to the children in our vibrant and supportive school? We are seeking a SEDNCO who is committed to securing the highest standards of teaching, learning and leadership within our school. This role will see you play a significant part in the provision for children with SEND across the school.

Your practice, ethos and approach to school life will shape the lives of our children, the school and your colleagues. As such, it is key that you:

- Are passionate about teaching and the education of children – especially children with SEND
- Lead by example and will embody our school values
- Are innovative and encouraging
- Are enthusiastic, flexible and a real team player.

If this sounds like you and a role that you would relish, please look carefully at the following materials and complete an application form along with a personal statement of no more than 1000 words which highlights why you would be perfect for this role.

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS clearance (certificate of disclosure form from the Disclosure and Barring Service). Pre-employment checks including an online and social media search (KCSIE) will be undertaken before an appointment is confirmed.

The post will be based in Vane Road Primary School however, the Trust reserves the right to require you to work at other schools in the Trust depending on the needs of the business. As part of Lingfield Education Trust, there are exciting opportunities to work across the Trust and for career progression.

Application packs will be available online and returned to Laura Tomkins School Business Manager, [ltomkins@vaneroad.lingfieldtrust.org.uk](mailto:ltomkins@vaneroad.lingfieldtrust.org.uk)

Visits to the school are welcomed. Please contact the school office on 01325 300380 to arrange.

**Closing Date: Friday 30<sup>th</sup> May 2025, 12noon**

**Shortlisting: Monday 2<sup>nd</sup> June 2025**

**Interviews: Monday 9<sup>th</sup> June 2025**

## JOB DESCRIPTION

<b>POST: SENDCo</b>	
GRADE: UPS1	
RESPONSIBLE TO: Head Teacher	
STAFF MANAGED:	
<b>JOB PURPOSE:</b> To provide professional leadership for the school, which secures its success and improvement, ensuring high quality education for all pupils and improved standards of learning and achievement particularly for pupils with SEND.  This is a non-teaching post	
<b>ACCOUNTABILITIES / MAIN RESPONSIBILITIES</b>	
<b>Main Responsibilities</b>	<p>In line with the current School Teacher's Pay and Conditions Document, it is the responsibility of the post holder to carry out the following professional duties:</p> <p>Fulfil the general responsibilities of SENDCo This will include:</p> <ul style="list-style-type: none"> <li>• Working with the Headteacher to provide vision, leadership and a clear direction for the school.</li> <li>• Supporting the Headteacher in creating and developing an organisation in which all staff recognise that they are accountable for the success of the school.</li> <li>• Supporting the Headteacher in ensuring that SEND financial management and administrative procedures in school support its vision and aims.</li> <li>• Supporting the Headteacher in the production, implementation, monitoring and review of policies adopted by the School's Local Governing Body.</li> <li>• Sharing in the curriculum development of the school and driving forward the vision and future developments with the Headteacher.</li> <li>• Supporting the Headteacher in the deployment, supervision and welfare of all staff. This may include being an ECT mentor, when appropriate.</li> </ul>

- Supporting the Headteacher with the discipline and pastoral care of all pupils.
- Any other tasks as may be reasonably requested by the Headteacher from time to time.
- Being a member of the senior leadership team, attending leadership meetings with other senior colleagues, continuing to develop leadership experience through CPD, supporting the school self-review and improvement programme.
- Establishing a high standard of expectation, praising and sharing the good work of colleagues and children, reinforcing the positive approach to discipline, supporting colleagues in the hierarchical approach to dealing with behaviour.
- Ensuring open lines of communication, liaising with the Headteacher and relaying information to colleagues.
- Working alongside the Headteacher in monitoring achievement and standards across the school. Leading across school: including; analysing data, identifying appropriate attainment and achievement targets, monitoring pupil standards and achievement against annual targets, monitoring planning, curriculum coverage and learning outcomes, leading evaluation strategies to contribute to overall school self-evaluation, planning and implementing strategies where improvement needs are identified, ensuring that relevant attainment and achievement targets are met.
- Actively participate in the process of performance management.
- A commitment to safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
- Maintaining personal expertise and sharing this with other teachers, acting as a role model of good practice for other teachers, modelling effective strategies with them, monitoring and evaluating standards of teaching, particularly pupils with SEND identifying areas for improvement, planning and implementing strategies to improve teaching where needs are identified.
- Responsibility for targeted interventions and ensuring the effective deployment of support staff.
- Ensuring that the school works closely in partnership with both the immediate and wider community by developing effective transition arrangements for children.

	<ul style="list-style-type: none"> <li>• Contribute towards the developing ethos of Vane Road Road Primary School and the wider ethos and appeal of Lingfield Education Trust.</li> <li>• To comply with Health and Safety policies, organisations statements and procedures, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.</li> </ul> <p>Key accountability will be for supporting the Headteacher in raising standards of teaching, learning and attainment for all SEND pupils in the school through:</p> <ul style="list-style-type: none"> <li>➤ Working and developing the SEND Strategy for the children</li> <li>➤ Working with teaching staff to identify appropriate targets and support strategies to ensure that children learn as best they can – and monitoring the provision that children are experiencing.</li> <li>➤ Supporting the delivery of staff training in relation to SEND best practice.</li> <li>➤ Attend meetings with professionals and families in order to evaluate and plan the best support for children.</li> <li>➤ Support the Headteacher in the organisational aspects of the SENCO role: making referrals, chairing meetings and liaising with stakeholders.</li> </ul>
<b>Lingfield Education Trust</b>	<ul style="list-style-type: none"> <li>• To comply with wider Trust policies and procedures as well as Health and Safety policies, organisation statements and procedures, report any incidents/accidents/hazards and take a pro-active approach to health and safety matters in order to protect both yourself and others.</li> </ul> <p><i>These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Trust Board may determine.</i></p> <p><b>PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL SCHOOL POLICIES, INCLUDING THE NO SMOKING POLICY.</b></p> <p>The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.</p> <p>The post will be based in Vane Road Primary School however, the Trust reserves the right to require you to work at other schools in the Trust. As part of Lingfield Education Trust, there are exciting opportunities to work across the Trust and for career progression.</p>
Date of Issue:	May 2025

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY ENHANCED DBS CHECK BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT, THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE SCHOOL.



## PERSON SPECIFICATION | SENDco

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
<b>Application</b> <ul style="list-style-type: none"> <li>Fully supported reference (AF, R)</li> <li>Well-structured supporting letter (no more than 750 words) detailing why you are the right person for this unique position (AF)</li> </ul>	
<b>Qualifications and Education</b> <ul style="list-style-type: none"> <li>DfE recognised Teaching Qualification (AF, C)</li> <li>Qualified Teacher Status (AF, C)</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of further training in leadership and management (AF/C)</li> </ul>
<b>Experience and Knowledge</b> <ul style="list-style-type: none"> <li>Experience of leadership in a primary age range school (subject or phase) (AF,R,P)</li> <li>Experience of leading change in a primary setting (AF,I,R,P)</li> <li>Experience of working well in partnership with staff, governors, children, parents and the wider community (AF,I,R)</li> <li>A willingness to complete the National SENCO Qualification, if not already in place. (AF,I)</li> </ul>	<ul style="list-style-type: none"> <li>Experience of Ofsted inspection and post inspection action planning (AF,I,R)</li> <li>Trained to Safeguarding Level 2 or 3, or willingness to be so (AF,I,R)</li> <li>Experience of educational software to support school improvement e g, SIMS (AF,I,R)</li> <li>Have experience in more than one school or have supported other school settings (AF,I,R)</li> <li>Experience of being a mentor (AF,I,R)</li> </ul>
<b>Professional Development</b> <ul style="list-style-type: none"> <li>Evidence of attendance at recent and relevant training within the last two years (AF/I)</li> </ul>	<ul style="list-style-type: none"> <li>An active interest in staff development and experience of delivering staff training (AF/I/R)</li> </ul>

<b>Essential upon appointment</b>	<b>Desirable on appointment</b> (if not attained, development may be provided for successful candidate)
<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Exemplary classroom practitioner and role model for excellent teaching and learning (AF,I,R,O)</li> <li>• Able to analyse and interpret, identify trends and develop appropriate support and intervention strategies for improvement (AF,I,R,P)</li> <li>• Has a good understanding of the National Curriculum (AF,I,R)</li> <li>• Has a good working understanding of the Primary Curriculum and assessment arrangements, including phonics screening and all end of Key Stage statutory tests (AF,I,R)</li> <li>• Has a good understanding of the needs of children across the primary age range - including SEN and vulnerable children (AF,I,R)</li> <li>• Has a sound understanding of strategies to enhance teaching and learning opportunities based on robust data analysis (AF,I,R)</li> <li>• Has a good understanding of school self-evaluation and improvement planning (AF,R)</li> <li>• Has a good understanding of current educational initiatives and relevant legislation – including early years (AF,I,R)</li> <li>• Communicates well orally and in writing at all levels (AF,I,R)</li> <li>• Able to plan, organise and prioritise (AF,R)</li> <li>• Proven leadership qualities to motivate and inspire others (AF,I,R)</li> </ul>	
<p><b>Personal Attributes</b></p> <ul style="list-style-type: none"> <li>• Enthusiasm, vision, energy adaptability and perspective. (AF,I,R)</li> <li>• Deals with difficult situations effectively. (AF,I,R)</li> <li>• Evidence of being able to build and sustain effective working relationships with staff, governors, Trustees, parents and the wider community. (AF,I,R)</li> </ul>	

<b>Essential upon appointment</b>	<b>Desirable on appointment</b> (if not attained, development may be provided for successful candidate)
<ul style="list-style-type: none"> <li>• High degree of motivation for working with children and young people. (AF,I,R)</li> <li>• Commitment to partnership working/collaboration between schools (AF,I,R)</li> </ul>	
<b>Special Requirements</b> <ul style="list-style-type: none"> <li>• Interest in working with children to promote their development and educational needs (AF,I,R,D)</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children (D)</li> <li>• Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline. (AF,I,R,D)</li> <li>• Suitability to work with children (D)</li> </ul>	

Key – Stage identified	
AF	Application Form
C	Certificates
O	Observation
I	Interview
T	Task
R	References
D	DBS Disclosure

Issues arising from references will be taken up at interview; all appointments are subject to satisfactory reference.