**Job Description: Senior SENCO**

**Job Title:** Senior Special Educational Needs Coordinator (SENCO)  
**Reporting To:** Headteacher / Senior Leadership Team  
**Salary:** Competitive, dependent on experience  
**Contract:** Full-time, permanent  
**Location:** Argyle House School, Sunderland

**Purpose of the Role**

The Senior SENCO will lead the strategic development of the school’s Special Educational Needs and Disabilities (SEND) provision to ensure high-quality teaching and learning that enables all pupils to achieve their full potential. This role combines leadership, management, and direct support work, and involves close collaboration with teaching staff, families, and external agencies.

**Key Responsibilities**

**Strategic Leadership and Coordination**

* Lead the development and implementation of the SEND policy across all key stages (EYFS to Year 11).
* Provide strategic direction for inclusive practices and SEND support throughout the school.
* Advise and support the Headteacher and Governing Body in planning and resource allocation for SEND provision.
* Maintain and review the SEND register, ensuring accuracy and compliance.

**Provision Management**

* Coordinate day-to-day provision for pupils with SEND, including in-class support, withdrawal groups, and individual tuition.
* Prepare and oversee Individual Education Plans (IEPs) and Pupil Profiles in collaboration with staff, pupils, and parents.
* Oversee assessment of SEND pupils and monitor interventions and progress using data tracking systems.
* Screen pupils for Exam Access Arrangements and complete associated documentation.

**Staff Development and Training**

* Lead, manage and support a team of Learning Support Teachers and Learning Support Assistants.
* Organise CPD and INSET training to enhance SEND expertise across the staff body.
* Chair regular Learning Support Department meetings and maintain communication with all stakeholders.

**Pupil Support and Welfare**

* Provide a safe, supportive environment for vulnerable pupils, ensuring their social, emotional and academic needs are met.
* Liaise with external agencies, including local authority services, health and social care professionals, and educational psychologists.
* Organise and attend Annual Reviews for pupils with EHCPs, ensuring full compliance with statutory requirements.

**Communication and Record Keeping**

* Maintain clear records of interventions, assessments, and communications with parents and professionals.
* Write formal reports and contribute to reports for inspections, governors, and external agencies.
* Support transitions both into and out of Argyle House School for SEND pupils.

**Person Specification: Senior SENCO**

| **Criteria** | **Essential** | **Desirable** |
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| **Qualifications** | Degree-level qualification; Qualified Teacher Status (QTS); National Award for SEN Coordination (or willingness to achieve within three years) | Additional SEND or leadership qualifications |
| **Experience** | Proven experience of teaching pupils with SEND; experience coordinating SEND provision; experience working with external agencies | Experience managing a SEND team; experience with EHCP and statutory assessment processes |
| **Knowledge and Skills** | Thorough understanding of the SEND Code of Practice; strong knowledge of effective interventions and inclusive classroom strategies; ability to analyse data and monitor pupil progress | Knowledge of exam access arrangements; familiarity with school management systems (e.g. SIMS) |
| **Leadership** | Ability to lead a team and manage change; confident communicator with staff, parents, and professionals | Experience delivering staff training or CPD |
| **Personal Qualities** | Empathy, resilience, and a commitment to supporting all pupils; excellent organisational and interpersonal skills | Reflective and proactive approach to continuous improvement |