



## SENDCo – Job Description

**Contract:** Part time, Permanent

**Salary:** Main Pay Scale (MPS)

### Main Purpose of the Role

- Lead and coordinate the provision for pupils with special educational needs and disabilities (SEND)
- Promote inclusion and ensure all pupils achieve their full potential
- Work collaboratively with staff, parents/carers, external agencies, and pupils

### Key Responsibilities

- Oversee the day-to-day operation of the SEND policy and provision
- Identify, assess, and regularly review the needs of pupils with SEND
- Lead on the EHCP application process and ensure statutory requirements are met
- Support and advise colleagues on effective strategies for SEND pupils
- Maintain detailed and accurate records, including provision maps and reviews
- Liaise with external agencies, including educational psychologists and health professionals
- Work to deadlines and prioritise tasks efficiently to meet the needs of pupils and the school
- Demonstrate strong people management and time management skills
- Develop and implement creative approaches to support SEND pupils
- Deliver training and guidance to staff on SEND issues
- Foster a positive and inclusive school culture, ensuring every child's needs are met

### How to apply

For more details or to arrange a visit, please contact the school office, via email [office@stpeterseg.co.uk](mailto:office@stpeterseg.co.uk) or via telephone 01342 321985. We warmly welcome applications from all qualified candidates.

### Safeguarding

St Peter's Catholic Primary School, East Grinstead, is committed to safeguarding and promoting the welfare of children. All appointments will be subject to satisfactory completion of safeguarding checks.