



SENDCO

Job title: SENDCO

Status: Permanent

Hours/ weeks: Full time (32.5hrs)

Responsible to: Headteacher

Grade: Main Pay Scale / Upper Pay Scale + SEN Allowance £2884

Post Start Date: January 2027 or sooner if possible

Job Advert

Cleadon Church of England Academy

Flourishing together as one...

Are you passionate about ensuring every child reaches their full potential?

Do you have the vision, expertise and determination to lead and develop outstanding provision for children with Special Educational Needs and Disabilities (SEND)?

Cleadon Church of England Academy is seeking to appoint an enthusiastic, dedicated and highly effective **Special Educational Needs Coordinator (SENCo)** to join our leadership team. This is an exciting opportunity for an experienced teacher who is committed to inclusive education and improving outcomes for pupils with SEND.

As SENCo, you will play a pivotal role in shaping and leading the strategic development of SEND provision across the school, ensuring that every child receives the support, guidance and opportunities they need to flourish academically, socially and emotionally.

We are proudly part of the Durham and Newcastle Diocesan Learning Trust.

Joining DND Learning Trust means becoming part of a supportive and ambitious organisation where collaboration is at the heart of everything we do, and where we work together to ensure that every child reaches their full potential.

The Role

The successful candidate will under the direction of the Headteacher:

Strategic Leadership of SEND

- Lead the strategic development of SEND policy and provision across the school.
- Ensure compliance with the SEND Code of Practice, Equality Act 2010 and all statutory SEND requirements.
- Monitor, evaluate and develop SEND provision to secure the best possible outcomes for pupils.
- Maintain and review statutory documentation including the school SEND Policy and SEND Information Report annually.
- Contribute to school improvement planning, ensuring the needs of pupils with SEND are fully represented.

Coordination and Provision

- Lead the day-to-day management of SEND provision; including the use of related software or tracking systems.
- Coordinate support for pupils with SEND using a graduated approach.
- Maintain accurate and up-to-date SEND records.
- Support staff in identifying and responding effectively to pupils' additional needs.
- Ensure reasonable adjustments and access arrangements are implemented effectively.
- Monitor the impact of interventions and provision, making adjustments where required.
- Ensure the specific requirements of pupils with SEND are understood and appropriate support measures are in place.
- Liaise with parents concerning SEND provision and hold the necessary consultations.

Teaching and Learning

- Work alongside the Headteacher to ensure an ambitious, inclusive, high-quality and cost-effective curriculum for pupils with SEND.
- Monitor teaching and learning to ensure pupils' needs are effectively met.
- Model excellent classroom practice e.g. principles of Quality First Teaching.
- Provide guidance and coaching to staff to develop inclusive classroom practice.
- Deliver targeted interventions and teaching when required in conjunction with the Teachers' Standards, including nurture provision.
- Keep staff informed of current developments and best practice in SEND education.

Leadership and Staff Development

- Lead and support the SEND team, including teaching assistants and intervention staff.
- Provide professional guidance, coaching and training to colleagues.
- Support performance management processes relating to staff.
- Promote high expectations and a culture of inclusion throughout the school; considering the inclusion strategy.
- Support staff in understanding and meeting the needs of pupils with SEND.
- Contribute to school self-evaluation and improvement planning.

Partnership Working

- Build strong relationships with parents and carers, ensuring they are actively involved in supporting their children.
- Work closely with external agencies, including Educational Psychology, Health Services, Social Care and Local Authority teams.
- Coordinate Education, Health and Care Plan (EHCP) applications, annual reviews and provision monitoring.
- Support effective transition arrangements between educational settings.
- Work alongside the wider safeguarding and welfare team, contributing to Early Help processes, parent workshops and family support initiatives.

Monitoring and Assessment

- Track the progress, attainment and attendance of pupils with SEND against EHCPs and individual support plans.
- Support teachers in setting ambitious targets and evaluating progress.
- Monitor the effectiveness of interventions and provision to ensure resources are deployed effectively.
- Monitor the implementation and impact of EHCP provision and make adjustments where necessary.
- Signpost parents and carers to appropriate support and guidance relating to SEND and EHCP processes.

Person Specification

	Essential	Desirable
Knowledge	Requirements	
Qualifications / Experience	• Holds Qualified Teacher Status (QTS). • Has a degree or equivalent qualification. • Has successful teaching experience across the primary phase; able to model excellent classroom practice. • Secure knowledge of EYFS, Key Stage 1 and Key Stage 2. • Has experience coordinating provision for pupils with SEND across primary age groups. • Has a thorough understanding of the SEND Code of Practice and the graduated approach to SEND support. • Has experience working with pupils with SEND and be positioned to provide professional guidance to colleagues. • Be able to formulate, implement, and review SEN Individual Support Plans effectively. • Contribute to school self-evaluation, particularly with respect to provision for pupils with SEN or a disability. • Has experience working collaboratively with staff, families and external agencies to ensure the best outcomes for pupils. • Demonstrates strong assessment, record keeping and data analysis skills. • Make sure the SEN policy is put into practice and its objectives are reflected in the school improvement plan (SIP) • Is committed to achieving the National Award for SEN Coordination if not already qualified. • A strong commitment to inclusion and equality of opportunity; champion the belief that "every child matters and no child is ever left behind." • Excellent communication and interpersonal skills - with a proven	• National Award for SEN Coordination (NASENCO). • Experience of making reasonable adjustments and access arrangements for pupils with SEND. • Previous experience as a school SENCo. • Experience of leading staff development and improving classroom practice. • Understanding of SEND funding and resource allocation. • Experience of securing and implementing Education, Health and Care Plans. • Knowledge of national and local initiatives that may affect the school's policy and practice. • Experience in using SEND related software or tracking systems.

	ability to build positive relationships with pupils, families, staff and external professionals. • Outstanding organisational and time-management skills. • The ability to manage a varied and demanding workload.	
Personal Qualities	• Resilience, integrity and professionalism. • Strong leadership qualities, with the confidence to influence, inspire and support others. • A commitment to personal and professional development. • Enthusiasm for contributing to the wider life of the school. • The ability to work independently and collaboratively as part of a team. • A flexible and solution-focused approach to challenges.	
Special Requirements	• A Disclosure Barring Service Check (criminal record check) will be requested in the event of a successful applicant.	

Why Join Cleadon Church of England Academy?

At Cleadon Church of England Academy, we are committed to providing an inclusive, nurturing and aspirational learning environment where every child is valued and supported to achieve their God-given potential.

This is an exciting opportunity to join a caring and supportive school community, working closely with leaders, staff, pupils and families to make a lasting difference to the lives and outcomes of children with SEND.

What we can offer:

- High quality professional development opportunities and networking both within the Trust with fellow SENCo colleagues and as part of the Local Authority initiatives.
- Supportive staff
- Outstanding behaviour from pupils who display excellent attitudes towards learning
- A forward thinking, committed and skilled team of professionals to work alongside
- A supportive Trust with excellent communication and professional relationships.
- A supportive, forward thinking Academy Council
- A strong supportive ethos with dedicated line management structures and clear communication channels.

Safeguarding Statement

Cleadon Church of England Academy is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to undertake all appropriate safeguarding checks, including an enhanced Disclosure and Barring Service (DBS) check.

The post holder will be expected to uphold the Christian ethos and values of the academy and carry out their duties in accordance with policies relating to safeguarding, equality, data protection, health and safety, professional conduct and child protection.

Details of the school can be found on our website

www.cleadonchurchofenglandacademy.co.uk.

If you would like any further information regarding this role, please do not hesitate to contact Mr J Dey (Headteacher) on (0191) 5367813.

Visits to the school are warmly welcome and can be arranged by contacting the office - [01915367813](tel:01915367813) or office@cleadonacademy.co.uk

Important Dates

Visits to school are welcomed on: Monday 5th October 2026 at 4pm, Tuesday 6th October 10:30am and Thursday 8th at 4pm.

Closing date for application: Tuesday 13th October 2026.

Shortlisting: Thursday 15th October 2026

Interviews: Thursday 22nd October 2026