

## SEND Co-Ordinator

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Company: Protocol Education

Location: London

Category: other-general

**Job Description:** We are seeking an experienced and dedicated Head of Base and SENDCo to join our team. As the Head of Base and SENDCo, you will play a key leadership role in overseeing the provision for students with special educational needs and disabilities, ensuring their needs are met effectively and inclusively.

**Key Responsibilities:**

Lead and manage the provision for students with special educational needs and disabilities within the school, including overseeing the operation of the SEN Base or Resource Provision.

Develop and implement policies, procedures, and practices to ensure the effective identification, assessment, and provision for students with special educational needs and disabilities, in line with statutory requirements and best practice guidelines.

Coordinate and manage the provision of support and intervention for students with special educational needs and disabilities, working collaboratively with teaching staff, support staff, external agencies, and parents/carers.

Lead and coordinate the annual review process for students with Education, Health and Care (EHC) plans, ensuring that plans are reviewed and updated in a timely manner and that the views and aspirations of students and their families are central to the process.

Provide guidance, support, and training to teaching staff and support staff on best

practice in supporting students with special educational needs and disabilities, and promote a culture of inclusive practice throughout the school.

Act as the designated Special Educational Needs and Disabilities Coordinator (SENDCo) for the school, ensuring compliance with statutory duties, liaising with external agencies, and representing the school at relevant meetings and forums.

Collaborate with senior leaders, governors, and external partners to develop and implement strategic initiatives to improve outcomes for students with special educational needs and disabilities, and contribute to the overall strategic direction of the school.

#### Requirements:

Qualified Teacher Status (QTS) or equivalent recognized teaching qualification.

National Award for Special Educational Needs Coordination (NASENCO) qualification or willingness to work towards this qualification.

Significant experience working with students with special educational needs and disabilities, including experience in a leadership or coordination role.

Thorough understanding of special educational needs and disabilities legislation, policies, and best practice guidelines.

Strong leadership and management skills, with the ability to inspire and motivate others and drive improvement in SEN provision.

Excellent communication and interpersonal skills, with the ability to build positive relationships with students, colleagues, parents, external agencies, and other stakeholders.

Commitment to promoting inclusive practice and ensuring the rights and entitlements of students with special educational needs and disabilities are upheld.

Ability to work collaboratively as part of a team, and to lead and manage change effectively.

#### Benefits:

Competitive salary with great rewards and benefits package

Leadership and professional development opportunities

Supportive and collaborative working environment

Opportunity to make a real difference in the lives of students with special educational needs and disabilities

All applicants will require the appropriate qualifications and training for this role. Please see the FAQs on the Protocol Education website for further details.

All pay rates quoted will be inclusive of 12.07% statutory holiday pay. This advert is for a temporary position. In some cases, the option to make this role permanent may become available at a later date.

Protocol Education is committed to safeguarding and promoting the welfare of children. We undertake safeguarding checks on all workers in accordance with the DfE statutory guidance 'Keeping Children Safe in Education', this may also include an online search as part of our due diligence on shortlisted applicants.

We offer FREE online safeguarding and Prevent Duty training to all our workers. All candidates must undertake or have undertaken a valid enhanced Disclosure and Barring Service (DBS) check and subscribe to the DBS Update Service.

Full assistance provided. For details of our privacy policy, please see visit the Protocol Education website.

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