



# BLACKDOWN EDUCATION PARTNERSHIP



BELIEF IN EVERY CHILD

# Welcome to Uffculme Primary School



On behalf of Uffculme Primary School, I would like to thank you for your interest in the role of SENDCo.

This is an exciting role and we are looking for a highly motivated and inspiring individual, who shares our commitment to ensuring that the young people we serve receive the best possible standard of education.

We can offer:

- A happy, forward looking school with a hard-working team
- Strong systems to support vulnerable learners
- An excellent Teaching Assistant team who undertake interventions and support
- A commitment to professional development
- The support of the Multi-Academy Trust and a network of colleagues across our schools

If you share our vision and values, enjoy a challenge and the rewards associated with supporting young people to reach their full potential, then we would like to hear from you.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Any job offer is subject to satisfactory enhanced DBS clearance.

If you would like to know more, or you would like an informal discussion about the role, then please contact me on 01884 840282. Alternatively, you can email me at [admin@primary.uffculmeschool.net](mailto:admin@primary.uffculmeschool.net)

Handwritten signature of Fraser Wallace

Fraser Wallace  
Headteacher



# The Opportunity

**SENDCo (0.6 FTE)**

**MPS/UPS plus TLR2a (£3,527 per annum)**

**Required: September 2026**

**Permanent post**

**Main Job Purpose**

- To coordinate the provision for children with special educational needs or disabilities in the school, to ensure they receive the support they need.

**See the Job Description for a full breakdown of the role and responsibilities.**

**The closing date is 9.30am Monday 11<sup>th</sup> May; interviews to be held during the week of 18<sup>th</sup> May.**

# Job Description

<b>Post</b>	<b>Primary SENDCo</b>
<b>Grade</b>	<b>MPS/UPS</b>
<b>Responsible to</b>	<b>Headteacher/Head of School</b>

## **Duties**

- The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document and those described on the job description of the 'Class Teacher'. It may be modified by the head teacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

## **Purpose of the role**

- To coordinate the provision for children with special educational needs or disabilities in the school, to ensure they receive the support they need.

## **Main duties**

### **Teaching & Learning**

To develop, implement and monitor policies and practices for SEN and inclusion.

To ensure that pupils with additional needs are targeted and supported through effective differentiation, and their progress closely monitored.

To work with the Senior Leadership Team to undertake appropriate data analysis to support this process and support class teachers.

To support colleagues and lead professionals, through modelling, support and CPD, drawing on internal expertise where necessary.

- To work with the Senior Leadership Team and SEN colleagues to develop a plan of provision, support and intervention, leading to effective programmes, supporting class teachers with the implementation of these.

To work with staff, parents and external agencies to develop support plans or applications for additional funding and to support, organising and chairing reviews where necessary.

To liaise with Headteacher regarding SEN funding, to ensure that funding is used appropriately, effectively and

- To explain the teacher's instructions.
- To encourage the pupils' greater independence.
- To offer regular praise and encouragement.
- To offer basic organisational support and to encourage pupils to concentrate.
- To assist teaching staff in developing learning strategies.
- To assist in the monitoring and evaluation of pupils' progress.
- To develop a knowledge of differing learning difficulties and strategies to assist such pupils.
- To assist in the intimate care for individual pupils
- To assist pupils in their physio programme and liaise with outside agencies.

### **Safeguarding**

- Attend all safeguarding training as directed.
- Follow Trust procedures and report any concerns to the relevant DSL

### **Data Protection**

Ensure that legislation and Trust policies and procedures relating to confidentiality and data protection are adhered to.

### **Special Factors**

This role may involve some traveling between schools within the Trust (and new ones that may join in the future). The reimbursement of travel costs to schools, other than the location of your normal working location, will be as per the Trust's travel policy.

The post-holder will support the achievement of the Trust's objectives by working proactively with colleagues on projects or activities outside their direct area of responsibility, as required.

The post-holder is expected to familiarise themselves with and adhere to all relevant Trust and School based Policies and Procedures including Health and Safety and Data Protection requirements and to be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the Trust's safeguarding policies.

As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post.

*This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed.*

*The Trust seeks to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.*

# Person Specification

Primary SENDCo		
Criteria		Essential/ Desirable
Qualifications and Experience	Good Hons degree (2.2 or higher) in a relevant subject	E
	QTS status	E
	At least 3 years' experience of teaching in the primary age range	E
	SENDCo National Award or willingness to work towards it	E
	Experience of sharing best practice with colleagues	E
	Experience of teaching pupils throughout the primary age range	D
	Experience of leading/managing SEN	D
	Experience of delivering staff training through INSETs or staff meetings	D
Skills & Knowledge	Experience of organising and facilitating multi agency meetings	D
	Ability to demonstrate high quality and effective classroom practice which ensures good or better progress for all children, without limits	E
	Evidence of some professional development taken in the last two years relevant to SEN	E
	Understanding of multi-agency working	E
	Experience of monitoring teaching and learning	E
	Understanding of a range of strategies to raise pupil achievement	E
Excellent behaviour management skills	E	
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