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The College is committed to safeguarding and promoting the welfare of young people, and expects all staff to share this commitment

## **JOB DESCRIPTION**

# **SENCO**

**GRADE: MAIN PAY SCALE / UPPER PAY SCALE + SEN ALLOWANCE + TLR**  
**FULL-TIME, 35H/WEEK, PERMANENT**  
**RESPONSIBLE TO: DEPUTY PRINCIPAL**

### **PURPOSE OF THE POST**

- Ensuring full statutory compliance and high-quality delivery of EHCP processes, including annual reviews
- Leading effective transition planning into, through, and beyond the College (including admissions, leavers, suspensions, and exclusions)
- Acting as Designated Safeguarding Lead (DSL), ensuring a strong safeguarding culture and practice
- Coordinating provision to ensure learners achieve meaningful, sustained outcomes, including employment and social care pathways
- Providing strategic leadership of the student experience, ensuring a cohesive and well-supported journey across all stages of transition into, within, and beyond the College

### **KEY RESPONSIBILITIES**

#### **EHCP & Annual Reviews**

- Lead and quality assure all EHCP annual reviews, ensuring statutory compliance, timeliness, and high-quality outcomes
- Monitor and track progress against EHCP outcomes, ensuring robust target setting and review processes
- Act as the main point of contact with Local Authorities regarding EHCPs, placements, and High Needs funding
- Ensure all EHCP documentation meets legal, audit, and inspection standards
- Prepare and contribute to audits, inspections, and quality assurance processes relating to SEND provision
- Generate, analyse, and share data on learner achievement and outcomes, using insights to inform provision planning, drive improvement, and report to senior leaders and external stakeholders

#### **Safeguarding (Designated Safeguarding Lead)**

- Act as the Designated Safeguarding Lead for the College
- Be the main point of contact for safeguarding concerns, leading on referrals and early help assessments
- Lead multi-agency working, including strategy discussions and safeguarding meetings
- Provide expert advice, guidance, and training to staff on safeguarding matters
- Promote a strong safeguarding culture across the College and ensure compliance with statutory guidance

### **Transitions**

- Provide strategic oversight of transition pathways from pre-entry through to post-college destinations
- Lead transition planning with students, parents, Local Authorities, and external agencies
- Ensure all learners have clear, person-centred transition plans linked to EHCP outcomes
- Oversee progression into sustained destinations, including paid supported employment and social care
- Ensure transition programmes are aligned with curriculum delivery and individual learner goals

### **Leadership and Management**

- Provide strategic leadership for SEND provision across the College in line with the SEND Code of Practice
- Lead and manage relevant staff teams, delegating operational responsibilities where appropriate
- Support staff development, particularly in relation to EHCP processes, safeguarding, and inclusive practice
- Contribute to College self-evaluation, development planning, and inspection readiness
- Ensure effective use of resources to maximise learner outcomes
- Responding to consultations in a timely and thorough manner, ensuring decisions are well-informed, aligned with the College's provision, and centred on learners' needs

### **Support for Students**

- Ensure high-quality, inclusive teaching and learning practices across the College
- Work collaboratively with curriculum leaders, teaching staff, and support teams
- Monitor the quality of SEND provision through observation, review, and sharing best practice
- Work closely with parents and carers to support learner progress and wellbeing

### **Pastoral Duties**

- Lead and work with multidisciplinary teams to support student progress and wellbeing
- Lead on planning and implementing support for vulnerable students

- Maintain accurate records and ensure effective communication with all stakeholders

**Health and Safety**

In carrying out the tasks in this job description you have a duty (under Health & Safety legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to monitor and maintain a safe and secure working environment. It is expected that whilst maintaining an effective and efficient working environment you will comply with safety rules and procedures, and ensure that nothing you do, or fail to do, puts yourself or others at risk. This includes contributing to a safe and secure environment for the college community.

**Data Protection**

When working with computerised systems to be completely aware of responsibilities at all times under the Data protection Act 1998 for the security, accuracy, and significance of personal data held on such systems.

**Whole College Duties**

To play a full part in the life of the school, the College and its community and to support its mission and ethos and to be a role model for staff and students

Staff are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.  
 This job description is current at the date shown, but in consultation with you, may be changed to reflect or anticipate changes in the job commensurate with the job title purpose and grade.

**EQUAL OPPORTUNITIES STATEMENT**

To ensure equality of opportunity for all people in service provision and in employment, and to oppose strongly any form of discrimination

**PERSON SPECIFICATION**

All post holders are expected to demonstrate a commitment to Equal Opportunities and a proven ability to work effectively in culturally and linguistically diverse learning settings.

Applicants must have:

Experience	Essential
	<ul style="list-style-type: none"> <li>• Strong experience in SEND leadership</li> <li>• Proven experience managing EHCP processes and annual reviews</li> <li>• Experience working with Local Authorities and High Needs funding</li> <li>• Experience leading safeguarding as DSL or deputy DSL</li> </ul>

	<ul style="list-style-type: none"> <li>• Experience supporting successful transitions into employment or social care</li> <li>• Strong knowledge of SEND Code of Practice and safeguarding legislation</li> <li>• Ability to manage complex caseloads and statutory processes</li> <li>• Strong leadership and organisational skills</li> <li>• Excellent communication and multi-agency working</li> </ul>
<b>Qualifications</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Degree level qualification or equivalent professional qualification in a relevant subject area</li> <li>• QTS/QTLS</li> <li>• Higher Level training in relevant learning strategies e.g. PECS, TEACCH</li> <li>• Specialist skills/training in curriculum or learning area e.g. bi-lingual, sign language, ICT, first aid</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Recognised qualification in SEN.</li> <li>• A management qualification.</li> </ul>
<b>Personal Qualities &amp; Skills</b>	<ul style="list-style-type: none"> <li>• Ability to support a team culture</li> <li>• The ability to show initiative within the framework of a strong and supportive team</li> <li>• Ability to lead and motivate others</li> <li>• Ability to help develop and to support a vision of high-quality education based on the moral integrity of the college's core values</li> <li>• Ability to analyse information and use sound judgement in complex situations</li> <li>• Excellent interpersonal and communication skills</li> <li>• Strong written English and good ICT skills</li> <li>• Proven organisational skills</li> <li>• Ability to enthuse and inspire students, encouraging them to become good citizens and professionals</li> <li>• Ability to plan and organise time effectively, work under pressure and meet deadlines while keeping equilibrium</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with students.</li> </ul>
<b>Safeguarding</b>	Displays commitment to the protection and safeguarding of children and young people and has an up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people.
<b>Career Development</b>	Shows a desire to further your knowledge, training and career potential.