



The Griffin Primary School



Sponsored by Lawrence Sheriff School

Job Description – SENCO

The Griffin Primary School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff, governors and volunteers to share this commitment. We believe that pupils have a right to learn in a supportive, caring and safe environment which includes the right to protection from all types of abuse. Everyone who works or volunteers at the academy is subject to an enhanced DBS disclosure.

Closing Date:	12pm on Friday 27 th March 2026
Interview Date:	Wednesday 8 th April 2026
Start Date:	1 st May 2026
Salary:	M6 £45,352 FTE Actual Salary: £2267.60 per annum
Hours:	0.05 FTE (the equivalent of 1 day a fortnight), 39 weeks p/a (term time & training days)
Contract type:	Permanent
Reporting to:	Headteacher

Applications should be made on the school application form, available on the school website.

The Griffin Primary School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

The Griffin Primary School is a single form entry school which opened in Rugby in September 2023. With purpose-built school and nursery buildings, this is a golden opportunity to be a member of the school and plan and implement outstanding provision within a growing team. We believe that a happy school is a successful school and our vision is that all members of our school community are 'Happy, kind and confident'. We are sponsored by the outstanding Lawrence Sheriff School in Rugby, which is also the host for Coventry and Central Warwickshire's Teaching School Hub.

We seek to appoint someone who is enthusiastic, engaging and has a love and knowledge of the Early Years Foundation Stage. We are looking for candidates who want to utilise their skills, assist in providing engaging opportunities to support learning, effectively manage behaviour and keep children safe. You will also assess children's progress to inform next steps. The successful candidate will work with our Nursery Teacher and Early Years Team. You will have the opportunity for regular CPD through SCCU and the school.

OVERALL RESPONSIBILITY:

- To determine the strategic development of special education needs disability (SEND) policy and provision in the school, in consultation with the relevant SLT member.
- To be responsible for day-to-day operation of the SEND policy and co-ordination of specific provision to support individual pupils with SEN or a disability and monitor its effectiveness

- To manage, develop and maintain high quality SEN provision which enables quality teaching, excellent learning outcomes and success for all pupils
- To provide professional guidance to colleagues, working closely with staff, parents and other agencies
- To model effective teaching, to coach and train colleagues
- To keep all aspects of paperwork including records and policies, up-to-date and actioned, as appropriate

KEY ACCOUNTABILITIES:

Strategic direction and development of SEN policy and provision:

- Contribute to a positive ethos in which all pupils have access to a broad, balanced and relevant curriculum
- Support all staff in understanding the needs of SEN pupils
- Devise and promote plans to ensure the needs of pupils with SEN are met and that they are reflected in the school improvement plan
- Regularly monitor and review progress against targets for pupils with SEN from teachers' plans, evaluate the effectiveness of teaching and learning
- Analyse and interpret relevant school, local and national information/initiatives relating to pupils with SEN and advise the head teacher on the level of resources required to maximise achievement
- Liaise with staff, parents, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of educational provision for pupils with SEN
- Develop partnerships with parents to ensure that their views are considered and acted upon appropriately
- Ensure that pupils with SEN are enabled to share their views and that these are acted upon appropriately
- Advise on staff deployment as part of the use of the school's budget to meet pupils' needs effectively
- Maintain an accurate SEND register and provision map
- Be aware of the provision in the local offer

TEACHING AND LEARNING:

- Support the identification of, and disseminate the most effective teaching approaches for pupils with SEN, advise on the graduated approach
- Collect and interpret specialist assessment data on SEN to inform practice
- Work with pupils, class teacher and phase leads to ensure realistic and challenging expectations of pupils with SEN
- Implement and lead intervention groups for pupils with SEN, and evaluate their effectiveness
- Promote pupil's inclusion in the school community and access to the curriculum, facilities and extra-curricular activities
- Monitor the use of resources, teaching activities and target setting and develop and maintain a recording system for progress of pupils with SEN
- Analyse assessment data for pupils with SEN or a disability
- Review education, health and care plans with parents/carers and pupils termly
- Ensure if pupil transfers to another school, all relevant information is conveyed in timely manner, and support smooth transition for the pupil

LEADING AND MANAGING STAFF:

- Achieve constructive working relationships and establish opportunities for the SENDCO, support assistants and other teachers to review the needs, progress and targets of pupils with SEN
- Provide regular information to Senior Leadership Team (SLT) and governors on the effectiveness of SEN provision and outcomes
- Identify, advise and contribute to all aspects of SEN training to ensure the professional development of staff
- Promote an ethos and culture that supports the school's SEN policy and promotes good outcomes for pupils with SEN or a disability
- Lead and manage staff appraisals and review staff performance on an ongoing basis

PARENTS, THE COMMUNITY AND EXTENDED SCHOOLS:

- Play a full part in the life of the school community
- Work with parents and families who have a child with SEN offering support and guidance
- Encourage parents to participate in the life of the school in a variety of ways

MANAGING OWN PERFORMANCE AND DEVELOPMENT:

- Demonstrate resilience and resourcefulness.
- Take responsibility for own professional development.
- Participate in the school's appraisal and professional development scheme, ensuring that objectives are set and met within the agreed time-scale.
- Think creatively and imaginatively to anticipate and solve problems and identify opportunities

USE OF RESOURCES:

- Identify appropriate resources to promote and support the achievements of SEN children and ensure they are used efficiently, effectively and safely
- Oversee and monitor appropriate budget allocations in liaison with the Headteacher / line manager
- Contribute to and follow planning for children in the Nursery, following meetings and evaluations.