



Special Educational Needs Coordinator (SENCo) / Learning Support Coordinator and

Member of the Core Leadership Team

Full-time Permanent

Teaching Allowance - 4 Points

From 1st September 2025

The Governors wish to appoint a dynamic, energetic and enthusiastic Special Educational Need Coordinator (SENCo)/ Learning Support Coordinator to join the Core Leadership Team (CLT) of the College. The role is a challenging one and a communal, collegial and collaborative approach is deemed to be important.

This post involves responsibility for a wide range of activities within the College. Their primary purpose will be to **lead, develop and drive the delivery of Special Educational Needs provision in regard to support, care, inclusion, and learning and teaching throughout school.** They will ensure the continuation of high levels of learning and teaching and academic achievement, pastoral care and the personal development of students.

You will be committed to both your own and school's continuous professional development. You will be fully aware of and engaged with both the current and draft (2016) SEND legislation and the changes and developments that Northern Ireland is working towards with the new SEN framework.

You will be expected to be versatile, hardworking, clear thinking, innovative and an excellent communicator and motivator, showing care and enthusiasm to improve the outcomes of children with Special Educational Needs. You will be a dedicated and enthusiastic team member. You will set an example as a leader to all staff in your professionalism.

PERSONNEL SPECIFICATION

In addition to the professional duties defined in schedule 2 of the Teachers' (Terms and conditions of Employment Regulations (Northern Ireland) 1987, the person appointed will be required to undertake a range of duties including those listed below:

- To take a whole school leadership role as a member of the Core Leadership Team.

- To take responsibility for co-ordinating and implementing all special educational provision made by the school and provide professional guidance in the area of SEND in order to secure high quality teaching and learning and the effective use of resources to bring about improved outcomes for children.
- To set standards and provide examples of best practice for teachers in identifying, assessing and meeting the needs of children with SEN within and outside of the classroom.
- To monitor the progress of children with SEN ensuring that actions taken have a positive impact and engage in robust data analysis.
- To implement, monitor and evaluate intervention strategies designed to address any areas of underachievement and revise and adjust these as necessary.
- To contribute to transition programmes to ensure that children with SEN are appropriately supported at key points in their school career.
- To take the lead in evaluating, developing and improving SEN Practice in the school and to oversee the day to day operation of the school's SEN policy and, ensuring with the school Principal, that it is kept up to date.
- Strategically lead, organise, evaluate and improve all the work of the SEN department (including directing members of the department when necessary) and to contribute as appropriate to the strategic development, management, and improvement of the work of the school as a whole.
- Working with the bursar on the allocation of student hours, funding and the recruitment and retention of staff and arranging staff cover within the department.
- To increase staff confidence, capacity building and competence in teaching children with SEN, working with staff in the development and dissemination of school special educational provision mapping.
- To lead, develop, monitor, evaluate and improve the delivery of Inclusion and Whole School Learning and Teaching for all pupils.
- To lead, manage, support, professionally develop and supervise the Classroom Assistants to ensure high levels of performance.
- To prepare and deliver lessons for supporting pupils with SEN and assess as required.
- To work closely with the Board of Governors, Principal, Core Leadership Team HoDs, Form teachers and colleagues in the strategic development and delivery of the school's SEN policy and deliver an Annual Report to the Board of Governors on the work of the SEN Department.
- To oversee the day-to-day operation of the SEN policy with the aim of raising achievement of pupils with SEN.

- To co-ordinate special educational provision for groups/deliver small group support and interventions to support pupils and raise achievement if required.
- To liaise with, and oversee referrals to the EA and other external agencies as appropriate.
- To ensure that each pupil with SEN is included on the school's SEN register, maintain the register on an ongoing basis and oversee all records for pupils with SEN.
- To identify SEN related staff training requirements and ensure that these are included in the SEN Action Plan and the School Development Plan (SDP).
- To respond to requests for advice from other members of staff and advise staff on keeping records of concern about a child's progress including any actions teachers have taken to address those concerns.
- To provide information to CLT, Principal and Board of Governors about matters relating to SEN.
- To ensure that all children for whom special educational provision is to be made have a PLP prepared and implemented, working closely with, advising and guiding teaching staff, as appropriate, on the creation, monitoring and review of the PLPs.
- To support staff in involving the child in order to seek the views of the child and inform their PLP.
- To work alongside the Principal to prepare for, and undertake duties within, the Annual Review process for children with Statements.
- To chair department meetings as required.
- Work with the Exams Officers and Core Leaders to ensure that Access Arrangements have been applied for, arranged and implemented for all students requiring these.
- Liaise closely with the School Nurse regarding students on the Medical Register.

General Core Leadership Responsibilities

1. Deputising for the Vice Principals and Principal as required and assuming such other duties as may from time to time be detailed by the Principal.
2. Be active in the development, implementation, monitoring and evaluation of the College Development Plan.
3. Play a key role in the Core Leadership Team including the development, implementation and regular review of all issues relating to policy and procedures.

4. Assist in maintaining good staff relationships and ensure that adequate channels of communication are maintained with everyone connected with the college community, including the College Governors.

5. To carry out and oversee general student supervisory duties.

This post carries 4 Teaching Allowances and will take effect from 1st September 2025.

The Board of Governors reserves the right to review and amend the duties and responsibilities of this post and those of other members of the Core Leadership Team, in consultation with post holders, as changes occur in the management and development of the College.

The range of duties may vary from time to time according to the changing needs of the post and opportunities will exist for the professional development of the person appointed.