

Job Description/Person Specification

Post Title: SENCO



Dates:	Closing date for applications: Sunday 30 th November 2025 Interviews: Week commencing 05 th December 2025 Starting date: February 2026
Salary:	In line with national pay scales
Location:	Swanage, Dorset
Contract type:	Full-time
Contract term:	Permanent
Website:	www.theswanageschool.co.uk
Contact details:	jenheath@theswanageschool.co.uk

We are seeking to appoint an outstanding SENCo to join our team. It is an excellent opportunity for someone wishing to make a real difference to children's lives. The role is full time, including a teaching load.

The Swanage School has been created on 'human scale' principles, which means that strong and genuine relationships – within school, with the local community and with the wider world – are at its heart.

Our vision is to provide meaningful, tailored and supportive education to young people and to enable the highest levels of attainment and personal growth.

The school is genuinely embedded in the community and has forged links with community groups, businesses and charities in the town and beyond. These links have broadened and strengthened the education and life experience of our students.

The role

We are seeking an experienced and passionate **Special Educational Needs Coordinator (SENCO)** to lead our SEND provision. The successful candidate will:

- Oversee the strategic development of SEND policy and provision.
- Coordinate support for students with special educational needs and disabilities.
- Work closely with the SEN Hub Manager, teachers, support staff, parents, and external agencies to ensure high-quality learning experiences.
- Monitor and evaluate the impact of interventions and curriculum implementations for students with SEND and maintain accurate records.

Key responsibilities

- Ensure compliance with the SEND Code of Practice.
- Lead and manage the SEND team, including Hub Manager and Teaching Assistants.
- Oversee the implementation of EHC plans and conduct annual reviews.
- Develop and implement individual education plans (IEPs) for students on SEN support.
- Provide training and guidance to staff on inclusive teaching strategies.
- Liaise with external professionals, parents and local authority services.

Essential requirements

- Qualified Teacher Status (QTS).
- National Award for SEN Coordination (or willingness to complete).
- Proven experience in a similar role within a secondary setting.
- Strong knowledge of SEND legislation and best practice.
- Excellent communication and leadership skills.

Why join us?

- Supportive leadership team and professional development opportunities.
- Inclusive and forward-thinking school culture.
- Opportunity to make a real difference in students' lives.
- Great benefits, including a two-week October half-term.

The successful candidate will be:

- Highly ambitious for their students.
- An outstanding teacher.
- Able to build the aspirations and confidence of students.
- Committed to building an exceptional and caring learning community.

We are offering the opportunity to:

- Work with a vibrant, motivated team to continue shaping our school.
- Be part of a school at the heart of its community.
- Make a real difference to the learning and achievement of young people.
- Benefit from a wonderful environment in which to express your passion and make your mark.
- Work with a committed Governing Body supported by the wider community.

We have prepared a comprehensive Candidate Application Pack which, with our application form, is available on our website. The Application Pack includes the job description and person specification for teachers at The Swanage School: www.theswanageschool.co.uk/vacancies

If you have any questions about the school or the role or if you would like to arrange a visit to the school please contact Jen Heath on: Jenheath@theswanageschool.co.uk or phone 01929 500599.

The Swanage School is an academy school with its own terms and conditions that broadly follow National School Conditions. As an equal opportunities employer, we are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment. A DBS check, proof of qualifications and a medical check will be required of the successful applicant.