



Pitmaston Primary School

Malvern Road

Worcester

WR2 4ZF

Tel: 01905 423710

Email: office@pitmaston.worcs.sch.uk

Website: www.pitmaston.co.uk

Inclusion Co-ordinator (INCo) and Special Educational Needs & Disabilities Co-ordinator (SENDCo)

Salary: MPS – UPS + SEN Allowance

Start date: Autumn Term, September 2026

Contract type: Full-time, Permanent

Reporting to: Headteacher

Apply by: Friday 15th May 2026 12 noon

Interviews: Friday 22nd May 2026

Responsible for: Inclusion Team consisting of Mental Health and Well-being practitioners, Thrive practitioners, English as an Additional Language team and Higher Level Needs Teaching Assistants.

The Governing Body and Headteacher at Pitmaston Primary School are looking to appoint an experienced Special Educational Needs Co-ordinator and Inclusion Co-ordinator.

Pitmaston Primary School is an 'Outstanding' large, inclusive and highly regarded primary school at the heart of its community. Pupils are happy, feel safe and are known well by staff with relationships at the centre of school life. Behaviour is exceptional and pupils demonstrate the school's character values of respect, honesty and responsibility in all that they do.

Pitmaston Primary School is recognised by the Inclusion Quality Mark as a 'Flagship School' for Inclusion, a Mentally Healthy and Trauma Informed School and Thrive Ambassador School. We are proud to have these highest levels of recognition for our exemplary inclusive practice ensuring that all pupils achieve their very best.

The school has a significant number of pupils with Education, Health and Care Plans (EHCPs) and high levels of additional needs. This role requires a highly skilled, experienced Special Education Needs Co-ordinator (SENCo), who can operate as a strategic leader and member of the Senior Leadership Team (SLT), ensuring that inclusive practice is embedded across the school and that all pupils with SEND achieve strong outcomes.



Main purpose

To provide strategic leadership of inclusion and SEND across the school, ensuring high-quality teaching, effective provision and strong outcomes for pupils with SEND.

The Inclusion Manager & SENDCo will:

- Lead a culture where inclusion is the responsibility of all staff
- Ensure that pupils with SEND access a broad, balanced and ambitious curriculum
- Drive high-quality teaching, provision and outcomes for pupils with SEND through strong relationships and collaborative working
- Ensure statutory compliance while maintaining a sharp focus on impact and efficiency.

Duties and responsibilities

1. Strategic Leadership of SEND and Inclusion

- Lead the strategic development of SEND and inclusion across the school
- Ensure SEND is central to school improvement, curriculum design and teaching and learning
- Develop and embed high-quality ordinarily available provision (OAP) for all pupils
- Ensure a consistent and effective graduated approach (assess–plan–do–review) across all classrooms
- Monitor and evaluate outcomes for pupils with SEND, including attainment, progress, attendance, behaviour and wellbeing, barriers to learning and interventions
- Contribute to whole-school self-evaluation and development planning
- Ensure alignment with national SEND priorities and local authority expectations
- Work with senior leaders and governors to ensure effective oversight of SEND provision
- Report regularly on SEND provision, impact and outcomes to Governors and Leaders

2. Leadership of Provision and Systems

- Oversee the day-to-day operation of the SEND policy and provision
- Maintain accurate and efficient systems for SEND identification, provision mapping and impact evaluation
- Lead the strategic management of a high number of EHCPs, ensuring:
 - statutory compliance
 - high-quality annual reviews
 - clear, measurable outcomes
 - effective and efficient use of funding
- Analyse data to inform provision, identify trends and drive improvement
- Ensure provision is evidence-informed and regularly reviewed for impact

3. Leadership of Teaching, Staff Development and Teaching

- Carry out the duties of a Teacher in accordance with the Teachers Pay and Conditions Document and those related to the National Standards for Teachers
- Develop all staff expertise in SEND through coaching, modelling and high-quality CPD
- Support teachers to deliver high-quality adaptive teaching for pupils with SEND
- Ensure staff are accountable for the progress and inclusion of pupils with SEND
- Identify training needs and lead whole-school and targeted professional development
- Maintain and promote a culture where SEND is understood as a whole-school responsibility
- Provide guidance, training and effective deployment of support staff to maximise impact on pupil outcomes
- Act as line manager to allocated staff and teaching assistants within the Inclusion team.



4. Working with Pupils and Families

- Ensure early and accurate identification of SEND
- Work in partnership with parents to ensure strong communication and shared understanding of need and provision including a SEND drop in for parents, newsletters and workshops
- Promote pupil voice and ensure pupils are actively involved in their support and review processes
- Support smooth transitions between phases and settings
- Write and co-ordinate health care plans with parents and professionals and manage asthma registers in liaison with parents and staff

5. Partnership Working

- Work effectively with external agencies including educational psychologists, speech and language therapists, health and social care professionals, school counsellor and play therapist
- Act as the main point of contact for the local authority regarding SEND
- Ensure the school engages effectively with the local offer
- Liaise and collaborate effectively with the school's Family Support Worker, EAL, Pupil Premium and Mental Health Leads to ensure coordinated provision

6. Inclusion and Equality

- Promote an inclusive ethos where all pupils feel valued and supported
- Ensure compliance with the Equality Act 2010, including reasonable adjustments and access arrangements
- Work closely with EAL leader and team to ensure accurate identification of need and avoid misidentification of SEND
- Contribute to inclusive practice across all groups of pupils

7. Safeguarding

- Work closely with the Designated Safeguarding Lead to support pupils with SEND who may be vulnerable
- Ensure safeguarding considerations are embedded within SEND practice
- Promote the welfare of all pupils in line with school policy.

Please note that this is illustrative of the general nature and level of responsibility of the role. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.

