



Haven Nursery School

SENDCo

JOB DESCRIPTION

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Post: Special Educational Needs & Disabilities Co-ordinator (SENDCo)

Responsible to: Head teacher

Contract/Hours: Full time, permanent (with flexibility for part time for the right candidate)

Salary Details: Main Pay Scale 1-6 +Teaching and Learning Responsibility 2

Function: To assist in the provision of a high standard of childcare within a stimulating and friendly environment that is physically and emotionally secure, in accordance with Hampshire County Council policies and practice and meeting national standards.

Main purpose:

The SENCO, under the direction of the headteacher, will:

- Determine the strategic development of special educational needs (SEND) policy and provision in the school
- 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
- Provide professional guidance to colleagues, working closely with staff, parents and carers, and other agencies

The SENCO will be expected to fulfil the responsibilities of a teacher, as set out in the STPCD.

While the SENCO will have responsibility for the oversight of provision for pupils with SEN or a disability, Nursery Staff will hold responsibility for the day-to-day education and support of pupils within the setting

Duties and responsibilities

Strategic development of SEN policy and provision:

- Have a strategic overview of provision for pupils with SEN or a disability across the school, monitoring and reviewing the quality of provision
- Contribute to school self-evaluation, particularly with respect to provision for pupils with SEN or a disability
- Make sure the SEN policy is put into practice, and its objectives are reflected in the school improvement plan (SIP)
- Maintain up-to-date knowledge of national and local initiatives that may affect the school's policy and practice
- Evaluate whether funding is being used effectively, and suggest changes to make use of funding more effective
- Ensure SEN provision and policy is in line with Statutory Early Years Guidance

Implementation of the SEND policy and Provision for pupils:

- Provide guidance to all staff on teaching pupils with SEN or a disability, and advise on the graduated approach to SEN support
- To advise and offer practical support for colleagues to identify differing patterns of development or skills in children. Supporting colleagues in meetings, planning and where appropriate adapting our curriculum to ensure children make progress from their starting point
- Work with all staff to ensure the nursery environment is inclusive by design for all with Ordinarily Available provision available for all children, all of the time
- To foster positive relationships and communication to ensure parents of children with SEN are kept closely involved at all times, that they contribute their knowledge and insights into building a clearer picture of the child across environments, which then informs action taken by the setting.
- To coordinate key staff, parents and specialists to contribute to the evidencing and timely completion of formal documentation processes for SEN children, including Statutory Assessments, EHCP, IPA and transition reports.
- To recommend, coordinate and evaluate with all staff, specialist interventions and support for children and their impact on development and learning.
- To liaise with professionals or agencies within and beyond the setting to support the needs, diagnostics or provisioning of children with SEN to ensure an effective multi-agency approach.
- To co-ordinate with other early years providers, schools, educational psychologists, health and social and relevant external agencies to secure good outcomes for children

- Support the process of SEN children transitioning into and out of the nursery. Sharing knowledge and best practice with all involved to make it transition effective for the child, family, nursery and school.

Leadership and management:

- Play an active role within the senior leadership team by working alongside the headteacher and governors to ensure the school meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements
- Prepare and review information the governing board is required to publish
- Contribute to the SIP and whole-school policy
- Identify training needs for staff and how to meet these needs
- Lead INSET training for staff
- To work with Headteacher, School Business Manager and SEN Governor to evaluate SEN practice, consider future placements of SEN children and planning for their needs and specialist resourcing.
- Promote an ethos and culture that supports the school's SEN policy and promotes good outcomes for pupils with SEN or a disability
- To safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the SENCO will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.

How to apply:

We welcome applications from experienced SENDCos and aspiring SEND leaders who share our vision of inclusive, child-centred early education. This is an exciting opportunity to join a truly unique setting where relationships come first and every child's individuality is honoured. Visits to the Nursery are warmly welcomed. Please contact the school office if you wish to visit on 01329 232095. For more information or to apply, please see our website www.haven-sch.org or come into reception to pick up an application pack.

∞ **Closing date for applications is 12.00pm - Monday 23 February 2026** ∞

∞ **Interview date – Thursday 26 February 2026** ∞

We strongly recommend that prospective candidates arrange to visit our setting before applying so they have a chance to tour Haven and for an informal chat.