



# Oakhyrst Grange School

*Oakhyrst Grange School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. At this school we respect and value all children and are committed to providing a caring, friendly and safe environment for our pupils so that they can learn in a relaxed and secure atmosphere. We believe that every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Oakhyrst Grange School. We recognise our responsibility to safeguard all who access school and promote the welfare of all of our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.*

**The position: Full Time SEND Co-ordinator from September 2025  
(with qualified Teacher status and suitable SEND qualifications)**

**Responsible to:** Head Teacher and Board of Governors

At Oakhyrst Grange School SEND Co-ordinator (SENDCo) responsibilities include:

- full liaison with the Head Teacher over all matters relating to SEND.
- overseeing the day-to-day operation of the school's SEND policy.
- maintaining up-to-date knowledge of legislation and best practices regarding SEND provision
- co-ordinate and monitor provision for children with SEND, including those with EHCPs.
- promote a culture of empathy, understanding, and high expectations for all learners.
- maintain the school's SEND register and oversee the records of all pupils with special educational needs.
- maintain the school's gifted and or talented register to ensure appropriate support is provided.
- write individual support plans for children and review these termly with the class teacher and parents.
- monitor and review existing EHCPs, ensuring that provisions are implemented effectively and annual reviews are conducted in line with statutory guidance.
- liaise with external agencies including educational psychologists, occupational therapists, speech therapists and voluntary bodies.
- provide guidance, training, and support to teaching and support staff.
- attend and contribute to weekly staff meetings and INSET meetings.
- oversee the team of teaching assistants, including timetabling.
- assess children new to the school, and those for whom a teacher has expressed concern, to ascertain their needs.
- monitor and respond to data relating to pupils with SEND.
- assist teachers in delivering any extra sessions deemed necessary and/or supporting children with SEND within their classrooms.
- complete pupil observations when needed.
- support transition arrangements for pupils with SEND both into and out of the school. Liaise with secondary schools as part of the 11+ process.
- ensure exam adaptations are in place for pupils who need them.
- Class Teacher Cover as requested by Deputy Head

**Additional responsibilities:**

Break and lunch duties as required.



# Oakhurst Grange School

**Annual Salary:**

- Oakhyrst Grange pay scale. Salary subject to experience and qualification.
- The position is pensionable with the school's nominate pension provider.
- There is a 50% remission of fees for staff children educated at Oakhyrst Grange (where pupil spaces are available)

**Details Required:**

- Fully completed application form
- Covering letter
- Full CV
- 2 references prior to interview upon request
- Satisfactory Online Check
- Copies of DBS checks, GTC/DfEE numbers, qualification certificates etc. will be required at interview along with three proofs of identity for a school DBS check.

**Key Dates:**

Closing date for applications is 19<sup>th</sup> June 2025

Short-listed candidates will be called for interview on Thursday 26<sup>th</sup> June 2025