



Diocese of Brentwood
ST HELEN'S CATHOLIC PRIMARY SCHOOL
North Road, Westcliff-on-Sea, SS0 7AY N.O.R 420
HEAD OF SEND & INCLUSION
Required for September 2026
MS/UPS plus SEN Allowance 1 (£2,787)

The Governors of St Helen's Catholic Primary School wish to appoint a Head of SEND (SENCo) with demonstrable experience as an excellent practitioner and teacher for this rewarding SENCO role.

We are seeking to appoint a strategic and outstanding practitioner, who is passionate about SEND and Inclusion. You will be SEN qualified and possess the vision and skills to work with the Senior Leadership Team in improving standards of teaching and learning for all children. You will play a central role in ensuring that every child with SEND receives the support they need to thrive.

We want our Head of SEND & Inclusion to:-

- Be a qualified SENCo with strong knowledge of SEND legislation and the SEND Code of Practice
- Provide strategic and operational leadership for SEND and inclusion across the school
- Teach and work directly with pupils with SEND, including those with complex needs in the SEND provision
- Lead and manage a team of Inclusion Assistants, ensuring high-quality training and effective deployment
- Model and promote outstanding inclusive teaching practice for staff
- Oversee SEND assessment, provision, EHCP processes and partnerships with external agencies, including SEND OPs
- Lead and develop the school's Thrive programme, and be willing to undertake Thrive Practitioner training in the future
- Contribute actively to the Senior Management Team, school improvement and safeguarding
- Demonstrate a collaborative, resilient and inclusive leadership style with high aspirations for all pupils
- Have high aspirations for themselves and use resources, intellect, creativity, and innovation to be successful
- Be passionately committed to safeguarding and the welfare and wellbeing of children and staff

We can offer you:-

- Enthusiastic, caring children who are proud of their school
- A welcoming Catholic ethos rooted in inclusion, care and high expectations
- A supportive Senior Leadership Team and committed Inclusion Team
- Strong governance and Trust support
- High-quality professional development opportunities across the Trust and Diocese of Brentwood

Prospective candidates are warmly encouraged to visit the school and should contact Claire Fantini, HR Manager, at the Assisi Registered Office on 01702 344933 or by email on recruitment@assiscatholictrust.com to arrange a visit.

To be considered for this vacancy, all applicants must complete the CES Teaching Staff Application Form available on the school website vacancy page <https://st-helens.southend.sch.uk/> and submit it to recruitment@assiscatholictrust.com.

Assisi Catholic Trust are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment. All posts are subject to pre-employment checks and Enhanced DBS clearance. References will be sought and an online search carried out on applicants as part of our due diligence.

Closing Date: 10th May 2026

Formal Interviews: w/c 18th May 2026

Please note that we do not accept CVs or applications from agencies. Only shortlisted candidates will be contacted.



ST HELEN'S CATHOLIC PRIMARY SCHOOL

JOB DESCRIPTION

HEAD OF SEND & INCLUSION

MS/UPS + SEN Allowance 1

Responsible to: Headteacher, Governing Body and Assisi Catholic Trust

Job Purpose

The Head of SEND & Inclusion, under the direction of the Headteacher, will provide strategic leadership for SEND and inclusion across the school. The postholder will oversee statutory SEND processes, lead and manage the school's inclusion team, and contribute to whole-school improvement as a member of the senior management team.

In addition, the role includes **direct teaching and day-to-day leadership of pupils with SEND**, including those educated within the **school's purpose-built SEND provision**, modelling high-quality inclusive practice and supporting pupils with a wide range of needs, which from time to time may include severe and complex needs.

The postholder is expected to fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document.

Strategic Leadership and Development

1. Work with the Headteacher and Governors to shape the strategic development of SEND and inclusion, including the formulation, implementation and review of policies.
2. Contribute to school self-evaluation and improvement planning, with a specific focus on outcomes for pupils with SEND.
3. Ensure SEND priorities are reflected clearly within the School Improvement Plan and translated into effective classroom and intervention practice.
4. Maintain up-to-date knowledge of national and local developments in SEND and inclusion, advising leaders and governors as appropriate.
5. Evaluate the impact and effectiveness of SEND funding and provision, proposing adjustments to maximise pupil progress and inclusion.

Leadership of SEND Provision and Practice

1. Lead the day-to-day operation of SEND provision, including maintaining an accurate SEND register and provision maps.



2. Take responsibility for **direct teaching and support of pupils with SEND across the school**, particularly within the school's **purpose-built SEND provision**, modelling effective and inclusive teaching strategies.
3. Identify, develop and embed effective teaching and intervention approaches that meet the diverse needs of SEND pupils.
4. Monitor and evaluate teaching, learning and provision for SEND pupils across the school to ensure consistently high standards.
5. Ensure staff understand and fulfil their statutory responsibilities towards pupils with SEND.
6. Disseminate effective inclusive practice across the school, with particular reference to specialist provision and targeted interventions.
7. Identify, procure and manage resources to meet pupils' needs, including responsibility for the SEND budget.
8. Lead SEND self-evaluation and continuous improvement, contributing to the School Evaluation Framework and strategic planning.

Thrive Programme

- Oversee the effective implementation, monitoring and development of the school's **Thrive programme** as part of the wider SEND and inclusion offer.
- Ensure the Thrive approach supports the emotional wellbeing, social development and engagement of pupils, including those within the school's **purpose-built SEND provision**.
- Work in partnership with staff, parents and external professionals to embed Thrive principles into classroom practice and targeted interventions.
- Be **willing to undertake Thrive Practitioner training** in the future and to apply this learning to lead, quality-assure and further develop Thrive provision across the school.

Management of Staff and Deployment of Support

1. Lead, organise and performance-manage inclusion assistants, ensuring effective deployment to meet pupils' needs.
2. Work with the Senior Leadership & Management Teams to plan and review the deployment of inclusion assistants across year groups and key stages.
3. Liaise closely with key stage leaders and class teachers to ensure coherent and effective support for pupils with SEND.
4. Be involved in the recruitment, induction and ongoing development of inclusion staff.



5. Plan and deliver whole-school and targeted CPD on SEND and inclusive practice.

Assessment, Recording and Partnership Working

1. Establish and maintain effective systems for identifying SEND and assessing, monitoring and reviewing provision and progress.
2. Analyse and interpret assessment and progress data for pupils with SEND, sharing outcomes with staff, senior leaders and governors.
3. Lead the development, implementation and review of EHCPs, provision maps and individual plans in partnership with staff and families.
4. Prepare and submit applications for Education, Health and Care Plans and attend annual reviews.
5. Keep parents informed and engaged through meetings, reviews and parents' evenings.
6. Liaise effectively with external agencies, including Educational Psychology, health professionals and specialist services, including therapists employed by the school to support pupil's wellbeing.
7. Support applications for access arrangements and additional provision for statutory assessments where required.

Safeguarding

1. Undertake reasonable tasks as directed by the Headteacher to support the safeguarding and welfare of pupils and staff.
2. Be willing to undertake the role of Deputy Designated Safeguarding Lead.

Wider Professional Responsibilities

1. Promote inclusive values and contribute fully to the Catholic ethos and life of the school.
2. Support the work of the Governing Body and Trust through effective communication and reporting.
3. Attend relevant training, CPD and professional networks, sharing key learning with colleagues.
4. Undertake such other duties commensurate with the post, as directed by the Headteacher.

Please note: The postholder may be required to work outside normal school hours to meet the needs of pupils, attend meetings, support school events and fulfil professional responsibilities.



**ST HELEN'S CATHOLIC PRIMARY SCHOOL
PERSON SPECIFICATION
HEAD OF SEND & INCLUSION**

Please write your supporting statement/letter giving evidence of how you meet each of the essential criteria.

	Essential	Desirable
Qualifications and Training		
1. Degree, QTS	√	
2. National Award for SEN Co-ordination	√	
Experience		
3. Teaching experience	√	Experience in a variety of schools
4. Experience of working at a whole-school level	√	
5. Involvement in self-evaluation and development planning	√	
6. Evidence of working with the Headteacher, staff, governors and parents and building effective relationships	√	
7. Experience of conducting training/leading INSET		√
Professional Knowledge, Skills and Understanding		
8. Knowledge of Trauma Perceptive Practice		√
9. Knowledge of Thrive approach and/or willingness to undertake training		√
10. Ability to plan and evaluate interventions	√	
11. Understanding of what makes 'quality first' teaching, and of effective intervention strategies	√	
12. Working knowledge of school planning, evaluation, assessment, and accountability.	√	
13. Ability to influence and negotiate	√	
14. Effective Communication and interpersonal skills	√	
15. Ability to analyse and use data to inform provision planning.		√



	Essential	Desirable
16. Sound knowledge of the SEND Code of Practice	√	
Promoting the welfare of children		
17. A good understanding of up-to-date policy and practice regarding Safeguarding. Commitment to the safeguarding and well-being of staff and Pupils	√	
18. A good understanding of wellbeing and child mental health issues.	√	
Personal Qualities		
19. Commitment to getting the best outcomes for pupils and promoting the ethos and values of the school	√	
20. Excellent record keeping skills	√	
21. Ability to work well under pressure and prioritise effectively	√	
22. Commitment to safeguarding and equality	√	
23. Commitment to equal opportunities and securing good outcomes for pupils with SEN or a disability	√	
24. Commitment to maintaining confidentiality at all times	√	
Other		
25. Understand and support the Catholic ethos of our Catholic School	√	