

# SEND Provision Lead
# (Non-Teaching Assistant SENDCO)
# Permanent

## Grade I, Point 22-26
## (£34,811 - £38,510 FTE / £30,076 - £33,272 Actual)
## 37 hours per week / 39 weeks per year

We seek a SEND Provision Lead to coordinate the SEND team and ensure appropriate, high-quality provision is in place for all students based on their identified needs. This is a non-teaching role and therefore QTS is not required.

The successful candidate should be experienced in the delivery of SEND provision for students with EHCP and those on the pathway. This person will be passionate about outcomes for children with SEND and continue to drive forward standards. If you are currently running a small provision or are an HLTA wanting to extend your impact on students' lives, please get in touch.

### The role

- Run the day-to-day SEND provision, SEN register and provision map
- Lead and train the Learning Support Team; deputise for the SENDCo
- Manage EHCP requests, High Needs funding and annual reviews
- Coordinate exam access arrangements
- Support transition into Year 7 and post-16
- Work with families, pastoral staff and agencies

### About you

- Strong knowledge of the Code of Practice, Equality Act 2010 and SpLD
- Experience of leading and coaching a team and working with agencies
- Excellent organisation, ICT and communication skills
- A genuine passion for improving outcomes for young people with SEND

Hours of duty are Monday-Thursday 7.45am – 3.45pm, and Friday 7.45am – 3.15pm, with a 30-minute unpaid break each day.

Details of the role are outlined in the job description and the skills required are listed in the person specification attached.

*We are committed to safeguarding children. The post is subject to an enhanced DBS check, references and online searches.*

**Closing date for applications: 9.00 am on Monday 16 November 2026**