



Mission Statement

Teach the children with all the kindness and gentleness possible

Position Title: Senior Leader/SENDCo

Location: FCJ Primary School

Reports to: Headteacher

Salary Range: Negotiable

Contract Type: Full-time, Permanent

Role Overview:

We are seeking a dynamic, inspiring, and experienced Senior Leader/SENDCo to join our vibrant and forward-thinking team. The successful candidate will be committed to promoting the Catholic ethos of our school, and a highly effective Senior Leader/SEND practitioner.

The successful candidate will lead and coordinate high-quality provision for pupils with Special Educational Needs and Disabilities (SEND) across the school. The SENDCo ensures that all children with additional needs are supported to make excellent progress within a caring, inclusive learning environment rooted in Catholic values and teachings.

This position requires a passionate educator to join the school Senior Leadership Team and will ideally hold a NPQ for SENCo/NASENCo qualification (or is currently working towards this). The candidate will have proven SEND capabilities, strong communication skills, and a deep commitment to pupil SEND.

Key Role & Responsibilities:

Leadership & Strategic Development of SEND

- Provide strategic oversight of SEND provision throughout the school.
- Work with the Headteacher and Senior Leadership Team (SLT) to ensure the SEND Policy and Procedures reflects Jersey Education Department guidance and Catholic school values.
- Analyse SEND data to inform whole-school improvement planning.
- Advise SLT on staffing, interventions, and resource allocation related to SEND.

Leadership & Strategic Development of the School

- Define and champion the school's strategic vision, mission, and long-term development plans in collaboration with the Headteacher and SLT.
- Provide strategic oversight of the curriculum, ensuring its quality, balance, and compliance with educational standards.
- Lead the formulation and execution of the data-driven School Development Plan (SDP).
- Utilise whole-school data (attainment, progress, well-being) to evaluate impact and inform key strategic decisions.
- Ensure core school policies and procedures are current and advise on the efficient deployment of resources to achieve strategic goals.

Curriculum Leadership:

- Lead the continued development and implementation of a broad, balanced, innovative and engaging curriculum that is aligned with Catholic values and national standards, and which supports pupils' spiritual, moral, and academic growth.
- Collaborate with subject leaders to ensure that curriculum delivery is inclusive, effective, and meets the diverse needs of all learners.
- Monitor and evaluate the impact of teaching and learning across the school, to drive continuous improvement and leading initiatives that enhance pupil outcomes.
- Lead staff training and development.

Managing and Developing Staff and other Adults:

- Lead staff meetings and INSET (as required) ensuring equality of opportunity for all staff to contribute
- Carry out appraisals of a number of staff across the school
- Inspire, motivate and support staff to carry out their respective roles to the highest standards
- Ensure that constructive working relationships are formed between staff and pupils
- Collaborate with staff to ensure effective induction and supervision of new staff

Identification & Assessment

- Lead early identification processes, ensuring that needs are recognised promptly.
- Oversee assessments, screening tools, and evidence gathering.
- Coordinate Individual Learning Plans (Pupil Passports).
- Ensure all documentation meets Jersey SEND requirements.

Teaching & Learning

- Provide targeted teaching for pupils with SEND.
- Model high-quality inclusive teaching practice to colleagues.
- Support teachers to effectively adopt adaptive teaching strategies and appropriate interventions.
- Monitor planning, pupil progress, and the impact of SEND provision.

Coordinating Provision

- Manage provision for pupils with RoNs and support the assessment process.
- Attend annual reviews, multi-agency meetings, and case conferences.
- Coordinate specialist support, including Educational Psychology, Therapies, and external agencies in Jersey.

Working with Staff & Families

- Provide SEND coaching, training and professional development for teachers and support staff.
- Maintain meaningful relationships with families, ensuring regular communication and collaborative planning.
- Support staff in developing their understanding of inclusive SEND practice.

Safeguarding & Welfare

- Ensure SEND practice aligns with the school's Safeguarding and Child Protection Policies.
- Work closely with the Designated Safeguarding Lead (DSL) to ensure vulnerable children are well supported.
- Maintain confidentiality and accurate safeguarding records.

Administration & Compliance

- Maintain accurate SEND registers, documentation, and records.
- Prepare reports for governors and senior leaders.
- Ensure compliance with Jersey SEND legislation and Catholic Education Service expectations.

Support of Catholic Ethos:

- Actively promote and uphold the Catholic ethos in all areas of school life, ensuring that Gospel values and Ignatian Pedagogy are central to the school's policies, curriculum, and pastoral care.
- Encourage participation in charitable works, social justice initiatives, and outreach programs that reflect Catholic social teaching.

Key Qualities and Attributes:

- Outstanding Classroom Practitioner: Proven SEND experience of delivering high-quality teaching with a strong impact on pupil outcomes, while modelling best practices for colleagues.
- Commitment to Catholic Ethos: A practising Catholic, or someone fully supportive of the Catholic mission of the school, with a deep understanding of faith-based education.
- Inspirational Leader: Proven ability to inspire, motivate, and lead a team to drive excellence in teaching, curriculum, and pastoral care.
- Effective Communicator: Strong interpersonal skills with the ability to engage with a wide range of audiences ensuring a positive and collaborative school environment.
- Collaborative and Compassionate: A team player with a deep commitment to fostering well-being and a nurturing environment for all staff and pupils.
- Resilient and Adaptable: Able to manage multiple priorities in a fast-paced environment and respond positively to change.

Qualifications and Experience:

- Qualified Teacher Status (QTS) and relevant degree.
- NPQ for SENCo/NASENCo or working towards this qualification
- A practising Catholic, or someone fully committed to supporting the Catholic ethos and mission of the school.
- Proven experience as a highly effective classroom practitioner.
- Knowledge of safeguarding and commitment to the welfare of all pupils.

The details contained within this job description reflect the content of the job at the time it was prepared. However, it is inevitable that, over time, the nature of the job may change. Existing duties may no longer be required, and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the leadership of the school will expect to revise this job description from time to time and will consult the post holder at the appropriate time.

How to Apply:

Application form and a cover letter detailing your suitability for the role by **Friday 16th January 2026** to Ms D. Lenzi, Headteacher, FCJ Primary School. We look forward to hearing from candidates who are excited to contribute to the success of our school.

This job description captures the dynamic nature of the role while highlighting the candidate's need to be an inspirational leader in curriculum, marketing, and pastoral care.

FCJ Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.