



Welcome to Clapgate Primary School

Clapgate is a popular school. Academic standards are high, and children make excellent progress. We are also recognised for our caring and nurturing approach and for the amazing range of opportunities we provide around children's personal development. All visitors to school comment on the energy, warmth and vibrancy of our school. Our curriculum is rich, carefully sequenced and ambitious. Our school golden threads are carefully woven through our curriculum and creativity remains at the heart of what we offer. We are especially proud of the outdoor learning opportunities we provide and our high-quality arts provision. Our children are happy, motivated and enthusiastic.

Job Vacancy: SENDCo

Location: Clapgate Primary School

Contract: Permanent

Hours: Full time

Salary: L1-L3

Start Date: ASAP

Reports To: Headteacher

ECTs Considered: No

About the Role

Are you passionate about meeting the needs of children with SEND? Do you have the skills and insight to support children with additional needs so they can truly fulfil their potential? Are you confident in providing high quality guidance to teachers and teaching assistants to ensure that our learners with SEND thrive and succeed?

At Clapgate Primary School, we are delighted to offer an exciting opportunity for an experienced SENDCo to join our driven, dedicated, and successful senior leadership team. Our school supports a wide range of complex needs, and we are fully committed to delivering the highest standard of SEND provision for every child. We are seeking an experienced teacher who shares our commitment, values, and ambition for inclusive excellence.

This is a non-class based role, enabling the SENDCo to develop a thorough understanding of every child with SEND and to work closely with teachers, teaching assistants, and parents to ensure their needs are effectively met. The role may also include teaching small groups of children with SEND as required.

We also recognise the importance of work–life balance and professional thinking time. As part of this role, you will benefit from the option to work from home one day per week, allowing dedicated time for paperwork completion and submission, strategic planning, and professional reflection without interruption. This flexibility is just one of the many ways we aim to support our leaders to thrive in their roles. The SENDCo is also fully supported by a part-time Assistant SENDCo, providing additional capacity for meetings, paperwork, provision mapping, and day-to-day coordination. This ensures the leadership of SEND is truly collaborative, manageable, and impactful, allowing you to focus on strategic development as well as personalised support for pupils and staff.

Key Responsibilities of the SENDCo

Strategic Leadership & Management

- Lead and develop the school's SEND provision in line with statutory requirements.
- Work as a key member of the senior leadership team to ensure inclusion is embedded across the school.
- Oversee the development, implementation, and monitoring of the SEND policy.

Identification & Assessment

- Coordinate the identification and assessment of pupils with SEND.
- Monitor the progress and outcomes of pupils with SEND and ensure support is responsive and effective.
- Lead the graduated approach (assess–plan–do–review) across the school.

Provision & Support

- Coordinate provision for pupils with SEND, ensuring interventions are targeted, evidence-based, and evaluated for impact.
- Provide strategic leadership and oversight of the SEN provision room, fostering an inclusive and supportive learning environment for all pupils.
- Work with staff to develop an inclusive, structured SEN curriculum for the provision room that promotes independence, emotional well-being, and progress for all learners.

Working With Families

- Build strong, positive relationships with parents and carers.
- Ensure parents are kept fully informed and involved in decisions about their child's provision.
- Lead and attend meetings with families, including review meetings and EHCP discussions.

External Agencies & EHCPs

- Liaise with external professionals such as educational psychologists, SENIT, health professionals, and social care.
- Coordinate statutory assessment processes, including applications and annual reviews for EHCPs.
- Ensure all recommendations from external agencies are implemented and monitored.

Record Keeping & Compliance

- Maintain accurate, up-to-date records for all pupils on the SEND register.
- Ensure compliance with the SEND Code of Practice and other relevant legislation.
- Monitor SEND budgets and resources where appropriate.

Staff Training & Development

- Provide guidance and advice to teachers and teaching assistants on adapting teaching and learning to meet individual needs.
- Support staff in developing high-quality, inclusive classroom practice.
- Plan and deliver staff training on SEND strategies, interventions, and inclusive practice.
- Support staff performance and professional development in relation to SEND.

Pupil Wellbeing

- Champion the wellbeing, safeguarding, and inclusion of pupils with SEND.
- Work with pastoral teams to support vulnerable pupils and promote positive behaviour.

Other Duties

- Comply with all school policies including safeguarding, health and safety, and confidentiality.
- Participate in professional development and training.
- Maintain professional relationships with colleagues, pupils, and external agencies.
- Write and review risk assessments across school for staff and pupils, including WASPS, MIPRAs and BIPRAs.
- Create, review, and maintain individual health care plans to ensure pupils' medical needs are met safely and effectively.

Required Qualifications and Experience

- Qualified Teacher Status (QTS).
- NASENCo qualification (or willingness to complete it).
- Experience working as a SENDCo or in a key SEND leadership role.
- Strong understanding of the SEND Code of Practice and effective SEND provision.
- Successful teaching experience, ideally across primary phases.
- Experience working with external agencies and managing EHCP processes.
- Ability to support, advise, and train staff.

- Excellent communication, organisation, and record-keeping skills.

The Ideal Candidate

We are looking for somebody who is...

- Passionate about inclusion and committed to improving outcomes for children with SEND.
- Warm, approachable, and able to build strong relationships with pupils, staff, and families.
- Highly organised, proactive, and able to manage a varied workload effectively.
- A confident communicator who can offer clear guidance and support to staff.
- Skilled at problem-solving and thinking creatively to meet individual needs.
- Calm, resilient, and able to work under pressure when needed.
- Positive, reflective, and open to ongoing professional development.
- A team player who contributes to a supportive and collaborative school culture.
- Able to provide strong strategic leadership as a key member of the senior leadership team, driving high-quality SEND provision across the school.

Why Join Clapgate Primary School?

At Clapgate, we deeply value the pivotal role our SENDCo plays in ensuring every child receives the support they need to flourish. Our recent Ofsted inspection (July 2024) praised our outstanding personal development and Early Years provision, recognising our welcoming community, our ambition for every learner, and the high-quality support offered to pupils with SEND. As SENDCo, you will be joining a school where inclusion is a core strength and where your expertise will be respected, celebrated, and central to our continued success.

Our latest Ofsted report (July 2024) made the following comments:

'Everyone is welcome and made to feel special at Clapgate Primary School'

'Pupils celebrate and value each other and the adults who work with them'

'Adults have the highest ambition for every pupil including pupils with special educational needs and/or disabilities (SEND)'

'The school has created a harmonious atmosphere where pupils behave consistently well'

'The school has successfully created a culture of care, compassion and high expectation''

Please view our full Ofsted report [here](#).

We can offer:

- A happy, motivated, and friendly staff team.
- Enthusiastic, curious children who love to learn.
- A vibrant atmosphere that encourages creativity and innovation.
- Large, attractive classrooms and outstanding school grounds, including vast playing fields, a nature area, a campfire circle, animals, and allotments.

- An enthusiastic, supportive senior leadership team with a passion for raising standards and improving children's lives.
- A rich curriculum centred around first-hand experiences and a highly creative focus.
- A robust appraisal process to support your ongoing professional development.
- A strong respect for work-life balance.
- An assistant SENDCo, providing additional capacity for meetings, paperwork, provision mapping, and day-to-day coordination.
- One day a week working from home.

Visit our website to watch our school video and learn more about our community.

<https://www.clapgateprimaryschool.co.uk/>

Application Information

- Closing date: Friday 1st May
- Interviews: Friday 8th May

To request an application pack, please email: clapgaterecruit@clapgateprimaryschool.org or call the school office on 0113 2716700

Completed applications to be sent to the same email or delivered by hand/post to the school.

Visits to our school are strongly encouraged and welcomed. We would like to invite all potential applicants to come and visit our school on Monday 20th April or Thursday 23rd April. Please call the school office to arrange an appointment.

Safeguarding and Equality

Clapgate Primary School is committed to safeguarding and promoting the wellbeing of all children, and we expect all staff and volunteers to share this commitment. All posts at the school are classed as regulated activity and therefore require an Enhanced DBS check with a barred list check.

If shortlisted, applicants will be asked to disclose relevant information regarding their criminal history, and an online search will be conducted using only publicly available information.

This role is based in the UK. Employment is conditional on confirmation of the right to work in the UK—either as a UK or Irish citizen, under the EU Settlement Scheme, or through another relevant visa route. If you do not currently have the right to work in the UK and the role is not eligible for sponsorship, please consider carefully whether you meet the criteria to apply.

We welcome applications from all groups and particularly encourage those from underrepresented backgrounds, including ethnicity, gender, age, disability, sexual orientation, and religion. We value diversity and aim for a workforce that reflects the population of Leeds.

Appointments are subject to satisfactory references, medical clearance, and an Enhanced Disclosure and Barring Service check.

If you are ready to make a positive impact and join a school where every member is valued, apply now to become part of the Clapgate Primary School team!

