

# SPECIAL EDUCATION NEEDS CO- ORDINATOR



**Recruitment Pack  
2026**

**Primary 5-11 years**

**Start date: 1<sup>st</sup> September 2026**

Location :

Anglo-Portuguese School of London  
25 Courthouse Way London SW18 4QG

# WELCOME



**Welcome, and thank you for your interest in joining the Anglo Portuguese School of London.**

We are a welcoming and inclusive community school that celebrates the diverse backgrounds of our pupils. Every child is encouraged to explore new opportunities, including learning Portuguese.

Our aim is to offer a nurturing and ambitious environment where children grow academically, socially and emotionally.

At APSOL, children thrive when they feel safe, valued and inspired. Our curriculum encourages curiosity and creativity, while nurturing key values of respect, resilience and responsibility. We work in strong partnership with families and the wider community to support every child's journey.

We place great importance on our dedicated staff, who bring teamwork, professionalism and a commitment to continual growth.

Safeguarding and wellbeing are central to everything we do. Every child deserves to feel protected, supported and ready to succeed.

If you're passionate about high standards, inclusion and a child-centred approach, we would be delighted to receive your application and learn more about what you can contribute to our school.

**We look forward to welcoming the right candidate to APSOL.**

**APSOL is committed to safeguarding and promoting the welfare of children and young people. All appointments will be subject to enhanced DBS clearance and satisfactory references.**

**[https://angloportugueseschool.org/wp-content/uploads/2025/12/Safer-Recruitment-Policy-Judicium\\_December-2025-.pdf](https://angloportugueseschool.org/wp-content/uploads/2025/12/Safer-Recruitment-Policy-Judicium_December-2025-.pdf)**

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# SENCO JOB DESCRIPTION



**School: Anglo-Portuguese School of London**

**Job title: Special Educational Needs Co-ordinator with responsibility for Inclusion**

**Salary: Main/Upper Pay scale + SEN allowance**

**Contract: Part/Time, permanent**

**Line manager: Headteacher**

**Start date: ASAP**

## About the Role

We are seeking a dedicated and experienced Special Educational Needs Coordinator (SENCO) to lead and manage the provision for students with special educational needs and disabilities (SEND). The successful candidate will play a key role in ensuring inclusive, high-quality teaching and support, enabling all pupils to achieve their full potential.

## Key Responsibilities

- Lead and coordinate SEND provision across the school
- Ensure that the school carries out its statutory responsibilities in accordance with each pupil EHCP.
- Identify and assess students with additional needs and ensure appropriate **support plans** are in place
- Work closely with teachers to **adapt and deliver inclusive teaching strategies**
- Liaise with parents, carers, and external agencies to support student development
- Maintain accurate **SEND records** and ensure compliance with statutory requirements
- Monitor and evaluate the effectiveness of interventions and support strategies
- Provide **guidance and training to staff on SEND best practices**
- Contribute to the school's strategic development of **inclusion and equality**
- Manage interventions and support staff
- Leading on maintenance of the school's MIS (Bromcom) and progress-tracking systems to ensure data accuracy
- Producing data reports for SLT and overseeing reporting to parents.
- Overseeing the day-to-day operation of a school's special education and inclusion policies.
- Communicate with parents/carers, school employees, other agencies, and local authorities on the progress of pupils and the effectiveness of intervention and support strategies.
- Exercise a key role in advising and assisting the Head teacher with the strategic development of SEN policy and provision, including reviewing, and formulating policies.
- Lead and manage the school's therapy offer.
- Prepare information and carry out **annual statutory reviews** or specific case conferences.
- Promote best practice and contribute to the aims and ethos of the school through inset and CPD for new teachers.
- To keep abreast of developments in SEN (e.g., research, changes to the law) and inform SLT and Head where appropriate.

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# SENCO PERSON SPECIFICATION



## Person Specification

### Essential:

- Qualified Teacher Status (QTS)
- National Award for SEN Coordination (NASENCO), NPQSL
- Proven experience working with children with SEND
- Strong knowledge of SEND legislation and inclusive practices
- Excellent communication and organisational skills
- Ability to lead, motivate, and support staff
- Experience in a leadership role
- Knowledge of EHCP processes
- Experience working with external agencies
- Experience in leading and managing support staff
- Experience in leading interventions
- Digital ability - using the school MIS system to ensure pupil records are up-to-date
- Accredited training in specific areas of special education, e.g. Autism, Dyslexia etc.
- Management/leadership qualification
- SENDCO/Access Arrangement Assessor qualifications preferred, or the desire to acquire these.
- Proven track record of excellent creative and structured teaching within relevant key stages and/or special needs environment.
- Experience of holding responsibility for and turning policy into effective and successful practice.
- Leadership of a significant area or phase or inclusion, including responsibility for raising standards across the whole school.
- Effective team management and working collaboratively and effectively with others.
- Communicating effectively to a wide range of different audiences through a range of different mediums.
- Successful management of complex scenarios and conflict resolution
- Effective relationships working successfully with a range of external agencies

### Desirable:

- Classroom teaching experience
- Be aware of developments in SEN (e.g., research, changes to the law) and inform SLT and Head where appropriate.

### What We Offer

- A supportive and collaborative working environment
- Opportunities for professional development and career progression
- Access to training and SEND-specific resources
- A commitment to staff wellbeing and work-life balance
- Access to Wandsworth training days for SENCOs and SENCO hub

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# HOW TO APPLY

## Post Information

School: Anglo-Portuguese School of London

Job title: Special Education Needs Co-ordinator with responsibility for Inclusion

Salary: Main / Upper Pay scale + SEN allowance

Contract: Part-time, permanent

Line manager: Headteacher

Start date: ASAP



The SENCO is a member of the senior leadership team, who assists the Headteacher in leading and managing the School with specific performance management responsibility for inclusion and ensuring children with SEND have the best provision to meet their needs.

This job description is subject to the general conditions of service as set out in the School Teachers' Pay and Conditions Document, from time to time in force. The job description has been developed with reference to the Headteachers' Standards.

## How to apply

- Complete a [school application form](#) including your supporting statement. (cvs are not accepted)
- Name two referees, the latest needs to be your current employer.

If you have any queries about this post, please contact:

Marta Correia, Headteacher  
0203 417 0905

We welcome visits by all applicants. Please contact the school administrator to arrange:

Susan Spinola  
[info@angloportugueseschool.org](mailto:info@angloportugueseschool.org)

### *Safeguarding Statement:*

*APSOL is committed to safeguarding and promoting the welfare of children and young people. All appointments will be subject to enhanced DBS checks and satisfactory references.*