

## GLF Schools Job Description

<b>Job Title</b>	Trust Regional SENDCo	<b>Job Reference</b>	
<b>Salary</b>	MPS/UPR + SEN Allowance	<b>Location</b>	Wokingham & Oxfordshire
<b>Core purpose</b>			
<p>The Trust Regional SENDCo will provide <b>additional capacity and expertise to schools in our Oxfordshire and Wokingham region</b> supporting them to deliver high-quality SEND provision. This includes providing practical, 'hands on' capacity and support with statutory processes, advising on best practice, support and guidance around Alternative Provision including Quality Assurance, and strengthening inclusive strategies across the region. The role ensures compliance with statutory requirements while enabling schools to improve outcomes for pupils with SEND through targeted support and collaborative working.</p> <p>As a member of the SST Inclusion Team at GLF, you'll play a pivotal role in shaping inclusive practice across a large and diverse family of schools. This position offers the chance to make a real difference for all our children and young people, and especially those with additional educational needs, ensuring they receive the support they need to thrive. You'll work collaboratively with passionate professionals, influence strategic decisions, and see the impact of your work across multiple settings.</p>			
<b>Main Duties</b>			
<ul style="list-style-type: none"> <li>• <b>Annual Reviews:</b> Provide additional capacity and/or support with EHCP Annual Reviews across the region, ensuring timelines and statutory requirements are met.</li> <li>• <b>Consultation Responses:</b> Supporting responses to Local Authority consultations for placements and provision.</li> <li>• <b>EHcNA Requests:</b> Support schools with Education, Health and Care Needs Assessment (EHcNA) applications and evidence gathering.</li> <li>• <b>Staff Training:</b> Design and deliver CPD sessions for staff on SEND legislation, inclusive strategies, and best practice.</li> <li>• <b>Compliance &amp; Policy:</b> Ensure adherence to SEND Code of Practice and maintain up-to-date policies, which may include investigation of Stage 2 complaints.</li> <li>• <b>Data &amp; Monitoring:</b> Provide support with effective use of systems including Bromcom, assessment tools and provision mapping.</li> <li>• <b>Collaboration:</b> Work closely with school SENDCos, senior leaders, and external agencies to ensure effective provision.</li> <li>• <b>Transition Support:</b> Provide guidance around transition planning for pupils with SEND between key stages and schools – with a particular focus on strengthening the transition programme between GLF schools.</li> <li>• <b>Parent Engagement:</b> Support schools in building positive relationships with parents and carers of pupils with SEND.</li> </ul>			

### Accountability

**Reports to:** Director of SEND, Inclusion and Vulnerable Groups

### Collaborative Working

GLF Schools promotes a cross-cluster collaborative approach, allowing colleagues to share expertise and experience, ensuring all children in our schools receive an excellent education and reach their potential. Through this cluster model, GLF Schools is committed to providing opportunities for professional development and career progression.

### Safeguarding

GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion