



THE KING'S SCHOOL
CHESTER

Special Educational Needs Coordinator (SENCo)

(Full Time)

Applicant information



Willow
Lodge

Discovering the *world*



KING'S
JUNIORS

Igniting *curiosity*



KING'S
SENIORS

Seizing *opportunity*



KING'S
SIXTH FORM

Becoming *exceptional*

EVERY OPPORTUNITY. ENDLESS POSSIBILITIES.



About us



King's is an academically selective, co-educational independent school originally founded in 1541 for the 'poor and friendless' children of Chester. Almost 500 years later, King's is a thriving, dynamic and forward-thinking school of more than 1100 pupils that is considered to be one of the very best of its kind in the country.

At King's we aim to make the very most of every individual student in the school, both academically as a selective school with a great tradition of scholarship, but also in terms of character development, confidence and wellbeing. This is achieved by a broad curriculum, extensive co-curricular programme, excellent pastoral care and highly committed and professional staff. We want our pupils to remember their time at school with real fondness whilst relishing the prospect of successfully making their mark on the world in their own distinct ways.

The school enjoys a spacious and well-resourced site on the southern outskirts of Chester, having moved from a city centre location in 1960. Our state-of-the-art infant school, Willow Lodge, was built 10 years ago with the Junior School being impressively extended a year beforehand. There has been a major site development plan in progress for the Senior School, including the recent construction of a new £5million Sports Centre, The Rohan Ingley Pastoral Centre and the recently opened Sixth Form Centre.

King's comprises the Senior School (ages 11-18), the Junior School (ages 7-11) and the Infant School (Willow Lodge, ages 3-7). There are currently 804 pupils in the Senior School (228 in the Sixth Form), 251 pupils in the Junior School and 113 in the Infants, supported by almost 250 staff (teaching and support).

King's is regularly named as the top performing school in Cheshire with regard to our public examination results and has been the top performing co-educational school in the north-west at A level for several years. We were awarded the Sunday Times Independent Secondary School of the Year in the Northwest in 2024.

Further information about the school can be found on our website: www.kingschester.co.uk



THE ROLE AND OPPORTUNITY

At The King's School, Chester, we believe that every child deserves to be truly known, understood and supported to enable them to flourish. We are seeking an exceptional **Special Educational Needs Coordinator (SENCo)** to play a central role in nurturing this vision, working primarily with our youngest learners while ensuring continuity and care as pupils progress through the school.

Reporting to the **Director of Learning Support**, the successful candidate will coordinate the identification, assessment and support of pupils with SEND, primarily across the Junior School and Willow lodge (Infants school), with responsibilities that support continuity through to KS3 Provision is expected to be aspirational, evidence-based and firmly centred on pupil progress and wellbeing.

The role combines hands-on assessment and intervention, collaborative working with colleagues and families, and a strong commitment to inclusive classroom practice. While the school provides targeted and appropriate support for pupils with special educational needs, students are expected to be able to engage fully with the curriculum without one-to-one classroom support.

The position is based in **The Rohan Ingley Centre**, our purpose-built facility that brings together the Learning Support Department alongside the school's medical and wellbeing team. This collaborative environment enables a joined-up, child-centred approach to learning support, pastoral care and wellbeing.

Main Responsibilities

Identification & Assessment

- Coordinate whole-year group computer-based screenings in appropriate years; interpret and analyse standardised scores to determine next steps.
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- Manage and undertake a programme of individual screenings, working closely with the Learning Support Assistant and external assessors.
- Maintain accurate SEND records and detailed progress documentation to evidence of impact and inform planning.
- Respond to teacher referrals and parent requests for screening in a timely manner with full record-keeping.
- Inform parents through meetings, emails, and telephone conversations of SEND concerns and advise on the need for further diagnostic or medical assessments.
- Gather information for referrals to external specialists and complete relevant paperwork for NHS, Local Authority, or private diagnostic testing.

Support & Teaching

- **IEP Management:** Respond to diagnostic reports by writing comprehensive Individual Education Plans (IEPs). Ensure IEPs are fully up to date, distributed to colleagues, and updated on school systems.
- **Academic & Pastoral Collaboration:** Work closely with Willow Lodge (WL) and Junior School (JS) academic and pastoral leads to ensure a holistic approach to student progress and well-being.
- **Strategy Implementation:** Proactively support teaching staff with the implementation of classroom strategies recommended in IEPs and specialist reports.
- **Targeted Intervention:** Coordinate and deliver high-impact, individual, or small-group targeted intervention programmes.
- **Cross-Phase Teaching:** Teach pupils within the Junior School and Willow Lodge on the Flexible Pathway (KS1 and KS2), with the **flexibility to provide teaching and transition support to the lower end of Key Stage 3.**
- **Transitions:** Liaise with Senior School colleagues and feeder schools to prepare and execute programs of additional support for pupils moving between key stages.

Other key responsibilities

- Attend weekly meetings with the Director of Learning Support and the Learning Support Team
- Attend weekly staff meetings in JS and WL to brief staff on SEND issues and provide guidance on best practice
- Work with the School Nurse, Mental Health Nurse, and Pastoral Deputy Heads to ensure support for children with long-term medical or diagnosed mental health conditions
- Attend Intervention Team meetings to track progress data alongside the Senior Management Team and monitor the effectiveness of SEND provisions
- Advise on access arrangements for both prospective pupil entrance assessments and internal assessments, working closely with the Admissions Team and Deputy Heads
- Maintain professional development by attending external CPD, cluster group meetings, and benchmarking with peer schools
- Represent the school at Open Days to advise prospective parents on SEND provision



Key Performance Indicators

- Pupil progress
- Feedback from pupils, parents and teachers
- Internal quality assurance

Knowledge/Skills/Abilities

- **Experience:** Proven experience working across the primary age range, with the capability to adapt teaching for KS3 learners.
- **Specialism:** Experience supporting children with a range of SEND, including Dyslexia, ADHD, and ASC.
- **Communication:** Ability to act as the key point of contact for parents, local authorities, and external agencies with clarity and empathy.
- **Leadership:** Ability to reason, analyse, and challenge where necessary to ensure the best outcomes for pupils.
- **Organisation:** Ability to prioritise a complex workload and meet deadlines within a busy school environment.

Qualifications

- National SENCO award or working towards
- Recognised qualification in Specific Learning Difficulties (Level 5 or 7 preferred)
- Qualified Teacher Status (QTS).

SALARY AND BENEFITS



This is a full time role to be worked Monday to Friday within the core school hours of 8am to 5pm.

The School offers a highly competitive salary paid on our own teaching salary scale.

You can also expect the following excellent benefits:

- Free staff lunch on the days you work, during term time
- A competitive Pension Scheme, 'Teachers Defined Contribution Pension Scheme'
 - o 3 x death in service Benefit
- Free use of the school gym
- Free use of the swimming pool
- A suite of termly staff celebrations and wellbeing initiatives
- Topical health and wellbeing advice
- Employee assistance programmes to support you personally and professionally
- Optical support
- A comprehensive further study programme
- Access to a cycle to work scheme
- Access to a salary sacrifice electric car scheme
- Invites to parenting webinars on key topics
- Free access to school productions, speakers and events
- Free onsite car parking

THE PROCESS

Candidates for this post should apply via the TES website by **9am on Monday 11th May 2026**

Interviews will be held 18th and 19th May

The Director of Learning Support, Sarah Glass, is available to discuss the school informally with prospective candidates and can be contacted via email: sarahglass@kingschester.co.uk

The role is deemed to be in regulated activity with a high level of contact and responsibility for children on a day to day basis.

This job description does not define in detail all responsibilities and the responsibilities and activities in the job description may be varied to meet the changing demands of the school at the direction of the hiring manager.

We take pride in our outstanding reputation, and we know this is built largely on the excellent commitment and wide-ranging abilities of our staff. We are committed to promoting a diverse and inclusive workforce and we strongly encourage candidates from all different backgrounds to apply.

IMPORTANT - The King's School is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. All offers of employment are required to undertake screening relevant to the post, including checks with past employers and the Enhanced DBS check. In line with our commitments to safeguarding, the King's School uses preferred agencies and is unable to work with any agencies where Terms of Business have not been agreed by both parties prior to an engagement.

Our Child Protection and Safeguarding policy can be found on our School Website.





RECRUITMENT GUIDANCE NOTES

TERMS OF APPOINTMENT

Under the Department of Education's Keeping Children Safe in Education (KCSIE) Regulations we have a legal duty to undertake the following safer recruitment checks. Therefore, any appointment will be subject to the following:

EMPLOYMENT CHECKS

- **Application Form:** All candidates must complete our application form to be considered for a job. You must list your employment history from the date you left full-time education and give details of any employment gaps. Note: CVs alone are not accepted.
- **References:** To assess candidates' suitability, we shall request at least two references, one of which must be your current or most recent employer. Please ensure you provide all details requested for each referee on the application form.
- **Right to work in the UK:** If you are invited to attend an interview you will be asked to bring three forms of identification with you to confirm your right to work in the UK (this will be used to apply for your DBS if successful). Examples of acceptable forms of ID are detailed in your invite to interview email.
- **Evidence of qualifications:** If you are invited to attend an interview you will be asked to bring evidence of the qualifications listed on your application form.
- **Medical Fitness:** If successfully appointed, you will be asked to complete a medical questionnaire and signed declaration of medical fitness to work. The School reserves the right to require you to undergo a medical examination if it deems this necessary which would normally involve seeking your consent for a referral to occupational health.
- **DBS Disclosure and other checks:** If you have ever been convicted of a criminal offence, bound over or cautioned, you must read carefully the section of the application form headed criminal convictions. The appointment is subject to a satisfactory Enhanced Disclosure & Barring Service (DBS) Certificate.
In addition we will check for any prohibitions, sanctions and restrictions that might prevent candidates from working with children or young people, or taking part in certain activities or working in specific positions. **It is a criminal offence for a person to apply to work with children if they are barred from doing so.**
- **Overseas check:** If you have spent time abroad for 3 months or more in the last 5 years you will be required to obtain an overseas check from that country. It is the candidate's responsibility to obtain this, however, the school will support the successful candidate through this process.
- **Online Searches:** An online search for all candidates shortlisted for interview will be conducted.