



**ST EDMUND'S
SCHOOL**
CANTERBURY

CANDIDATE PACK

**JUNIOR SCHOOL SENCO
PART-TIME / PERMANENT
OCTOBER 2026 OR JANUARY 2027**



WWW.STEDMUNDS.ORG.UK



THE SCHOOL

OVERVIEW

We are a co-educational independent day and boarding school for pupils aged 3–18, offering a warm and supportive environment that values the individual and encourages pupils to explore a wide range of opportunities, whatever their interests or strengths. Located on St Thomas Hill, just five minutes from Canterbury city centre, the School enjoys an attractive setting with far-reaching views across the city. Academic ambition is balanced with a strong emphasis on co-curricular involvement, helping pupils to develop confidence, curiosity and character.

Pupils are respectful of one another and work together to create a cohesive, inclusive and happy community with a strong family atmosphere at its heart. The School is proud of its rich performing arts heritage, including an award-winning Drama Department, a thriving music programme and St Edmund's Choral Society, all of which play an important role in school life.

The Junior and Senior Schools all share the same site, creating a connected and vibrant whole-school community.



OUR ETHOS

Our pupils benefit from a caring and supportive environment, high-calibre teaching and a holistic educational approach that seeks to develop creativity, leadership qualities and original thinking

A broad academic curriculum and extraordinarily diverse co-curricular programme enable pupils to find their path and grow to 'be all they can be'

Our small class sizes enable the personalisation of learning so that pupils receive the attention and academic challenge they need to excel

Every pupil here is known and understood

The school's education of children from ages 2 to 18 helps foster the strong family atmosphere and close-knit sense of community that are at the heart of school life.

St Edmund's is proud of its pupil-centred and ambitious academic ethos. We seek to foster original thinkers with the intellectual and personal skills to be leaders and decision makers in the future

Highly-qualified teachers mean that young people receive inspirational instruction, with vibrant debate and individual attention colouring every classroom

Pupils develop learning skills through project work and research opportunities such as the Extended Project Qualification and the Durrell Essay. We encourage cross-curricular work to promote original ideas and multi-dimensional thinking

Essentially, our pupils are encouraged throughout their time at St Edmund's to aim for and achieve the very highest academic standards of which they are capable.

DETAILS ABOUT THE POST

TITLE	Junior School SENCo
TYPE OF POST	Part-Time (4 days per week), including teaching commitments
START DATE	October 2026, or January 2027 depending on the successful candidate's availability.
SALARY	St Edmund's Academic MPS Range

POST & DEPARTMENT

Introduction	St Edmund's Junior School is a vibrant, nurturing and inclusive learning community, where every child is known, valued and encouraged to achieve their full potential. We are seeking to appoint an experienced, committed and enthusiastic Special Educational Needs Coordinator (SENCo) to join our dedicated Junior School team. The successful candidate will play a key role in supporting the academic, pastoral and personal development of pupils with special educational needs and disabilities across the Junior School, from Pre-Reception through to Year 6. Working closely with teachers, pupils, parents and external professionals, the SENCo will provide expert guidance and support to ensure that pupils with additional needs are identified early, appropriately supported and enabled to thrive. We are looking for an outstanding and compassionate practitioner who has a strong understanding of SEND and is able to combine high expectations with a genuinely pupil-centred approach. The successful candidate will be confident in advising and supporting colleagues, working collaboratively with families and external agencies, and developing effective strategies and provision to meet the diverse needs of our pupils. This is an exciting opportunity for a SENCo to make a significant contribution to the continued development of SEND provision within our Junior School and to play an important role in ensuring that every child has the opportunity to succeed, develop confidence and become increasingly independent in their learning.
Hours of work	The role is offered on a part-time basis, working four days per week.

THE ROLE

KEY RESPONSIBILITIES

SEND Leadership and Coordination

- Lead and coordinate the provision for pupils with special educational needs and disabilities across the Junior School, from Pre-Reception through to Year 6.
- Work closely with the Head of Junior School, class teachers and teaching assistants to ensure that pupils with SEND receive appropriate and effective support.
- Provide advice, guidance and practical support to staff in identifying and meeting the needs of pupils with SEND.
- Support the identification of pupils with additional needs and ensure that appropriate provision and interventions are put in place.
- Monitor the progress, attainment, wellbeing and development of pupils with SEND and identify where further support or intervention may be required.
- Maintain accurate, up-to-date and confidential records relating to SEND pupils and provision.
- Keep up to date with developments in SEND practice, guidance and provision and share relevant information with colleagues.
- Contribute to the development and review of SEND policies, procedures and provision within the Junior School.

Supporting Teaching and Learning

- Work alongside class teachers to ensure that pupils with SEND are able to access the curriculum and participate fully in learning.
- Advise staff on appropriate differentiation, adaptations, resources and strategies to support individual pupils and groups.
- Support teachers in developing effective approaches to meet the diverse learning needs of pupils across the Junior School.
- Where appropriate, provide direct support to pupils with SEND through individual or small-group interventions.
- Monitor the effectiveness of interventions and support strategies and make recommendations for adjustments where appropriate.
- Promote the development of pupils' independence, confidence and resilience in their learning.
- Encourage high expectations for pupils with SEND and ensure that their individual strengths and abilities are recognised and developed.

THE ROLE

KEY RESPONSIBILITIES

Pupils, Parents and External Agencies

- Build positive, professional relationships with pupils, promoting confidence, wellbeing, inclusion and engagement.
- Work collaboratively with parents and carers, maintaining open and effective communication regarding pupils' needs, progress and provision.
- Liaise with external professionals and agencies, including Educational Psychologists, Occupational Therapists, Speech and Language Therapists and other specialists, as appropriate.
- Coordinate referrals to external professionals where appropriate and ensure that relevant information is shared with parents and staff.
- Organise, attend and, where appropriate, lead meetings and reviews relating to individual pupils.
- Ensure that recommendations from external professionals are communicated effectively and, where appropriate, incorporated into pupils' provision.
- Advocate for the needs and interests of pupils with SEND and ensure that their voices and individual needs are appropriately considered.

Pastoral Care and Wellbeing

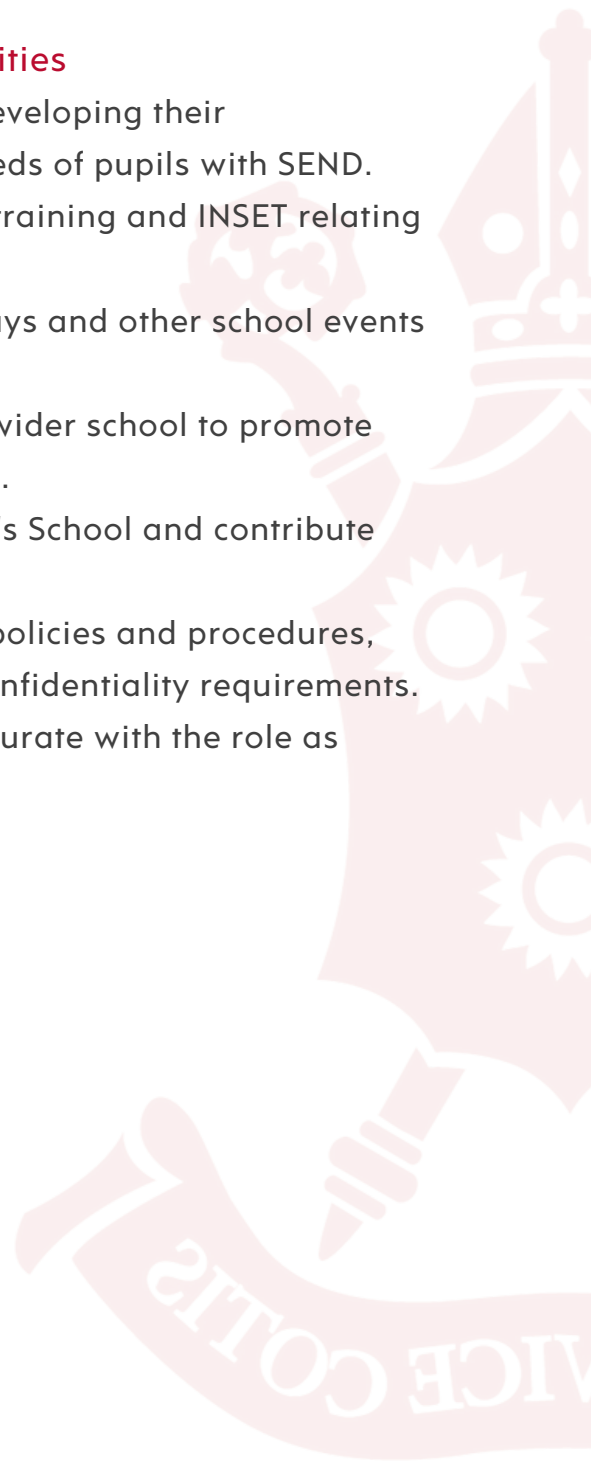
- Contribute positively to the caring, inclusive and pupil-centred ethos of the Junior School.
- Support the pastoral wellbeing of pupils with SEND, recognising when concerns should be referred to appropriate staff.
- Promote inclusion and ensure that pupils with SEND are able to participate fully in the academic, pastoral and wider life of the school.
- Support pupils' social, emotional and behavioural development and encourage positive relationships with peers.
- Promote safeguarding, welfare and pupil wellbeing at all times.
- Work collaboratively with colleagues to support pupils who may require additional pastoral or emotional support.

THE ROLE

KEY RESPONSIBILITIES

Staff Development and Wider School Responsibilities

- Provide guidance and support to colleagues in developing their understanding and confidence in meeting the needs of pupils with SEND.
- Contribute to and, where appropriate, lead staff training and INSET relating to SEND.
- Attend staff meetings, training sessions, INSET days and other school events as required.
- Work collaboratively with colleagues across the wider school to promote effective SEND provision and continuity for pupils.
- Take an active role in the wider life of St Edmund's School and contribute positively to the school community.
- Maintain awareness of and adhere to all school policies and procedures, including safeguarding, health and safety and confidentiality requirements.
- Undertake any other reasonable duties commensurate with the role as directed by the Head of Junior School.



PERSON SPECIFICATION

	Essential	Desirable
Qualifications	• Qualified Teacher Status (QTS) • National SENCO Qualification, or currently undertaking the qualification • Evidence of Child Protection training	• Examples of CPD to develop teaching and learning
Skills and Experience	• Knowledge and experience of working with SEND pupils, including Dyslexia, DCD, Social Communication Disorders, Specific Language Disorders, ADD and ADHD, and visual and writing difficulties. • Ability to form warm and positive relationships with individual pupils, demonstrating patience and understanding where required. • Capable of supporting pupils across most areas of the curriculum, particularly English, Science and Maths. • Proven experience as a successful classroom practitioner in EYFS, KS1 and KS2. • Conversant with current SEND research and developments. • Committed to raising levels of achievement and attainment for all pupils. • Has a broad and varied range of classroom and behaviour management techniques to support an inclusive classroom environment. • Experience of line managing Teaching Assistants and organising intervention programmes to ensure successful delivery. • Able to contribute to the extra-curricular provision. • Able to work under own initiative in the execution of the duties outlined below.	• Interest or experience in acting as Designated Safeguarding Lead
Behaviours	• Committed to representing the interests of SEND pupils effectively within the school environment. • Accomplished communicator, able to communicate clearly and confidently with classroom teachers. • Adept at approaching parents sympathetically, communicating openly with them and inspiring their confidence. • Pupil-centred in approach. • Enthusiastic about working with pupils, staff, governors and the wider community. • A good sense of humour. • Willing to learn and develop. • Hardworking, kind, flexible and able to work effectively as part of a team. • Committed to ongoing professional development. • Willing to develop and evolve within the role. • Strong commitment to maintaining high expectations for all pupils	

CONDITIONS OF SERVICE

BENEFITS

Workplace Pension Scheme, Employee Assistance Programme including counselling services and financial/legal advice line, Salary Sacrifice schemes such as Cycle2work, subsidised gym membership, retail discounts and cashback scheme, free dining hall lunch provided during term time.

SAFER RECRUITMENT

St Edmund's School Canterbury is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

UK GDPR

Personal information provided by candidates will be kept on a secure file in the school and will not be released to third parties outside the school without the permission of the person concerned, except where there is a legal requirement so to do. Retention of personal information is acted on consent, which can be withdrawn by the individual at any time.

APPLICATIONS

The deadline for receipt of application 9.00am Thursday 24th September 2026. Applications should be emailed to recruitment@stedmunds.org.uk.

Applications must take the form of an application form and covering letter including the candidate's suitability for the post with reference to the person specification. The names and contact details (including email addresses) of two referees are required (one of whom must be your current or most recent employer and neither referee should be a relative or someone known to you solely as a friend).

ST EDMUND'S VALUES



We Value....

EACH OTHER

Recognise our responsibility to create a caring and supportive community

We Value....

INDIVIDUALITY

Recognise that everyone is different and has unique needs, strengths and aspirations



We Value....

EXCELLENCE

Commit to being the best we can be

We Value....

INTELLECTUAL CURIOSITY & CREATIVITY

Love learning & seek to foster creative, critical & lateral learning



We Value....

SOCIAL RESPONSIBILITY

Promote the idea that individuals must contribute to the greater good of society

