



Job Title: Special Educational Needs and Disability Coordinator (SENDCo)

40 hours per week, term time + 2 weeks

Salary band 7/8: £28,900 - £32,900 (pro-rata)

Location: Oxford (OX3 0NQ)

Established in 1999, the Ignite Sport Group has a primary aim to inspire people with sport, activity, and wellbeing, and to help create a sense of achievement for participants of all ages, backgrounds, and abilities. Based in Oxford and operating nationally, we provide a portfolio of training and services to individuals, schools, and the sports industry.

A registered training provider for sport & education qualifications, working in alternative education, further education, apprenticeships, and adult education. We are listed on the register of apprenticeship training providers (RoATP) and hold a direct levy contract with the ESFA.

The Role:

A rewarding role within our alternative education provision; we are seeking a nurturing and experienced individual to coordinate the provision for learners with Special Educational Needs and Disabilities. Fitting our ethos of creative and individualised learning. The education we provide is tailor-made for each student, based on their needs, interests and ambitions. We pride ourselves on our versatile and compassionate approach, and our ability to engage and inspire a wide variety of students with different SEN, SEMH, medical needs and disabilities.

This role will ensure that our students' Special Educational Needs are met effectively by coordinating reviews and overseeing the implementation of the resulting strategies; working with the Head of Education to shape our SEND policy; and championing SEND awareness with both students and staff. The role is varied, challenging and incredibly rewarding. Our goal is to use the power of sport to help our students grow physically and emotionally, achieve academically and become the best versions of themselves. Underpinning all activity is the Safeguarding of all Children and Vulnerable Adults. This role will be pivotal in ensuring best practice in Safeguarding is achieved.

- Liaise with schools/colleges, alternative providers and the Local Authority on current and future referrals – submitting costed proposals, as required.
- To deliver and support Functional Skills (Maths & English) within our on-site alternative education provision.
- Develop and maintain relationships with all key stakeholders including families, Local Authority professionals and relevant experts.

- Comply with Local Authority reporting and monitoring guidance.
- Attend review meetings to discuss the individual needs of learners and implement associated actions.
- Make recommendations to the Head of Education on resources required (human and physical) to support learners.
- Give advice and support to colleagues on SEND and Safeguarding matters and support colleague training and development on such topics.
- Keep detailed and accurate records, following strict confidentiality and GDPR regulations.
- Lead the continual review and implementation of Ignite Sport UKs SEND and Safeguarding Children/Vulnerable Adult policies.
- Follow all Ignite Sport UK policies and procedures.
- Undertake any other reasonable duties, as required, by Ignite Sport UK.

Essential Criteria:

- The successful applicant must have proven experience of fulfilling the requirements of a SENDCo in an educational or alternative provision setting.
- Hold recognised SENDCo and Safeguarding qualifications.
- Strong CV reflecting experience of coordinating a range of SEND & Safeguarding interventions across children and young adults.
- Experience of implementing SEND and Safeguarding Children/Vulnerable Adults policies, procedures and referrals.
- Excellent understanding of Local Authority policies and procedures in relation to SEND and Safeguarding.
- Proven networks and links to national and local guidance to support children, families, and colleagues in SEND and Safeguarding.
- Experience of training colleagues on SEND and Safeguarding and the dissemination of information to support good practice.
- An interest in sport and physical activity.
- Excellent communication skills – written, verbal, presenting and training.
- Outstanding time management, record keeping and organisational skills.

We operate a strict pre-vetting policy. Candidates will also undergo a staff suitability process including an Enhanced DBS check.

The ability to drive and have daily access to a car is essential.

Benefits:

- Free Childcare (school holidays)
- Company events
- Mentoring, regular CPD and personal development
- Flexible working
- On-site parking
- Wellness programmes
- Annual health and wellbeing grant
- Pension

