



# Special Educational Needs Coordinator (SENCo)

Candidate Information

Required from September 2026

The Granville is an IAPS  
co-ed Pre-School for ages 3 - 4  
and girls' Prep School for ages 4 - 11

The   
Granville  
School



## Executive Summary

**This is an excellent opportunity to join a collaborative and dynamic team at an exceptionally high-achieving, independent co-ed Pre-School for ages 3 - 4 and girls' Prep School for ages 4 - 11 in the heart of Sevenoaks.**

The Granville combines future-ready, forward-looking educational excellence with affectionately held traditions and a bespoke approach to both the academic and personal experiences of its pupils.

We are seeking an exceptional SENCo and Head of Learning Development and someone who has insight and enthusiasm as well as the personal qualities to inspire trust among staff, parents and pupils alike.

You will be responsible for overseeing the provision for pupils with SEND within the school, ensuring that all children at The Granville School receive appropriate support to achieve their academic and personal goals, whilst also promoting an inclusive learning environment by supporting and empowering their colleagues.

**Closing Dates:** **Wednesday 4<sup>th</sup> March 2026**

**Interviews** **Tuesday 10<sup>th</sup> March 2026**

*The Headmistress would be delighted to talk on the phone to any candidate who would like to know more about the post. She can be contacted either at the School on 01732 453039 or by email through [bursarassistant@granvilleschool.org](mailto:bursarassistant@granvilleschool.org).*

The Granville is committed to safeguarding and promoting the welfare of children. Applicants must be prepared to undergo child protection screening.

# The School

Founded in 1945 by Ena Makin, The Granville School is a thriving, successful prep school with an enviable reputation for excellence.

The school is set in five acres of gardens and woodland and is centred around a large, attractive Victorian house. Over the past years, several new specialist buildings have been added so that it is now an impressive campus with exceptional, purpose-built facilities.

The school benefits from being close to a mainline station (30 minutes from London) and the busy market town of Sevenoaks. The Granville School is a non-selective, day preparatory school for girls aged 3 to 11 and boys aged 3 and 4. It is an educational trust administered by an extremely supportive Board of Governors.





## Our Vision

**Realising the full potential of every child by developing knowledge, confidence and self-reliance within a supportive and successful school community.**

The Granville is an exceptional school which combines the very best of prep school tradition with a vibrant, forward-looking outlook where change is embraced and innovation celebrated. Pupils thrive on individual attention and achieve their best in a happy, secure and stimulating environment. Highly qualified, specialist teachers make learning exciting, develop enquiring minds and raise levels of expectation.

Every year, pupils participate in traditional Granville celebrations. These all help to reinforce both a strong family community and a warm, friendly atmosphere, which are highly valued by pupils, parents and staff. While the school is non-selective, it successfully nurtures the potential in every pupil and each year the girls achieve impressive results academically as well as in sport, music, drama and art.

Our record of leavers' destinations is outstanding with girls gaining scholarships every year to a wide range of excellent senior schools, (including Caterham, Kent College, St Paul's Girls School, Sevenoaks School, Walthamstow Hall, Woldingham and Wycombe Abbey) and places in the highly selective Kent grammar schools.

The Head is a member of the Independent Association of Prep Schools (IAPS) and the school is inspected by ISI. The most recent ISI inspection took place in 2022 and was compliant in every aspect. In the 2017 inspection the school was proud to be rated 'excellent' in all areas. The full inspection reports can be read on the school's website.

Looking to the future, the school aims to continue on its journey of excellence, constantly improving the standard of teaching and learning, helping pupils achieve their personal best and expanding our educational provision to ensure they are future-ready.

# Testimonials

“ I love the school as much now as I did 20 years ago when my eldest daughter came here. They have such fond memories of being at The Granville. ”

Mrs V Wyatt, Teaching Assistant

“ The teachers cheer you on, saying ‘You can do this!’ It always makes me feel better. ”

Annabel, Year 3 Pupil

“ As the newest member of the admin team, I have found the staff very warm and friendly. Nothing is ever too much trouble and I feel I have adapted to school life very quickly due to this. ”

Mrs K Smith, Bursar's Assistant

“ I really enjoy being part of the Senior Leadership Team at The Granville. It is a supportive and creative group to be a part of. The girls we teach are charming: polite and courteous as well as inquisitive and confident. ”

Mrs V Duggan, Head of English

“ You should come to Granville because it's the best place! ”

Cara, Year 3 Pupil



## Job Description: Special Educational Needs Coordinator (SENCo)

### Main duties and responsibilities

- Provide inspirational leadership of SEND across the school, promoting inclusion and high-quality provision for pupils with SEND.
- Support the Headteacher in determining the strategic development of SEND across the school and ensuring the SEND policy is up to date and adhered to by all staff.
- Ensure that the school meets its statutory obligations regarding SEN under the Equality Act, 2010 and SEND Code of Practice, 2014.
- Support all adults within school in understanding the needs of pupils with SEND and delivering regular professional development sessions for teaching staff and assistants.
- Ensure effective records are kept so all staff are aware of the SEND register, class provision maps and pupil one page profiles.
- Co-ordinate SEN provision across the school, including PreSchool ,at Wave 2 and 3 across the school.
- Work with parents, staff and external professionals to ensure high-quality provision for pupils with SEND and any recommendations are embedded into a pupil's daily support.
- Develop a collaborative and supportive relationship with parents ensuring they are central to their child's SEND support within school.
- Liaise with external professionals such as Speech & Language Therapists, Occupational Therapists, Educational Psychologists, Paediatricians and child therapists and, where appropriate inviting them into school.
- Interpret and share information from specialist assessment reports from external professionals and use this information to inform SEND provision and additional support.
- Carry out observations and assessments at the earliest opportunity to support understanding of additional needs and ensure support is put in place.
- Develop a close working relationship with the Early Years Foundation Stage to ensure staff are supported and potential SEND needs are identified and supported as early as possible.



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- Monitor academic progress of pupils with SEND through whole school and SEN-specific data to track progress.
- Work closely with the Pastoral Head to monitor the wellbeing of pupils with SEND.
- Plan, deliver and review targeted learning support lessons for individuals and groups as part of the schools SEND provision plan.
- Meet with parents of pupils on the SEND register on a regular basis, usually once a term.
- Collate evidence to support access arrangement requests for pupils sitting external school entrance examinations and the Kent Test.
- Support the smooth transition to senior school for pupils with SEND by working closely with parents and collaborating with chosen senior schools.
- Ensure statutory processes are adhered to for pupils with Education, Health and Care Plans.

Note: This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school. The post-holder will be expected to participate in this process, and we would aim to reach agreement on any changes



## Job Description: SENCo

### Person Specification

|                                    | Essential  | Desirable   |
|------------------------------------|--|---|
| <b>Qualifications and Training</b> | <ul style="list-style-type: none"> <li>• Qualified Teacher Status (QTS)</li> <li>• Level 5 SpLD Diploma (Specialist Teaching).</li> <li>• National Award for SEN Coordination (NASENCO) (or willingness to work towards the new NPQ for SENCO's).</li> </ul>   | <ul style="list-style-type: none"> <li>• Qualification in dyslexia teaching</li> </ul>  |
| <b>Experience</b>                  | <ul style="list-style-type: none"> <li>• Experience working with children with SEN in an educational setting.</li> <li>• Experience of working with early years and primary-aged children.</li> </ul>  | <ul style="list-style-type: none"> <li>• Experience working with School MIS systems</li> <li>• General teaching experience</li> </ul>   |
| <b>Knowledge and Skills</b>        | <ul style="list-style-type: none"> <li>• Sound knowledge of the national primary curriculum and EYFS curriculum.</li> <li>• Up to date knowledge of effective pedagogy to inform high quality teaching</li> <li>• Excellent communication and interpersonal skills.</li> <li>• Strong organisational and time-management skills.</li> <li>• Ability to lead and inspire others.</li> <li>• Ability to work collaboratively with a range of stakeholders.</li> <li>• Knowledge of current SEN legislation and best practice.</li> <li>• Ability to provide specialist teaching for pupils with complex SEND needs.</li> </ul> | <ul style="list-style-type: none"> <li>• Strong I.T. Skills</li> <li>• Knowledge of using technology to support learning</li> <li>• Experience in EHCP process</li> <li>• Experience of working with the Early Years</li> </ul> |



## Person Specification (cont.)

|                    | Essential   |
|--------------------|---|
| Personal Qualities | <p>The person employed as Special Educational Needs Coordinator needs to:</p> <ul style="list-style-type: none"> <li>• Possess excellent verbal and written skills.</li> <li>• Be personable, patient and supportive as the role involves supporting pupils, parents and staff in a positive manner, as well as providing staff training.</li> <li>• Have excellent people management skills and the ability to oversee SEND projects throughout the school.</li> <li>• Have an ability to handle and interrupt data, including excel spreadsheets.</li> <li>• Work independently and as part of a team, as well as liaising closely with the Senior Leadership Team.</li> <li>• Be proactive in their role, have excellent time keeping skills have integrity and loyalty, maintaining confidentiality at all times.</li> <li>• Have strong leadership skills to coach and influence teaching and learning across the school.</li> <li>• Ability to see things through to completion.</li> </ul> <p>We are happy to discuss flexible working arrangements.</p> |

# Additional Information

## Salary

Special Educational Needs Coordinator (SENCo) Full time  
42.5 hrs per week - 8:00am - 4:30pm - Monday - Friday Term Time Only  
Salary: Commensurate with experience

The successful appointee will also be entitled to the following;

- Free school meals
- Membership of Healthcare Scheme
- Pension Scheme
- School Fees Staff Discount
- Free parking on site

This post offers a rare and exciting opportunity to join a school who are leaders in providing an independent pre-school education for girls and boys aged 3-4 and a prep education for girls aged 4-11 that is aspirational, future-facing, relevant and engenders success in all aspects of school life, while still upholding the best of prep school tradition.

The successful candidate will join a supportive and collaborative team. They will be dedicated to providing an excellent education for the pupils in our school.



# Additional Information

## Safeguarding and Child Protection

**The successful candidate will be expected to commit to the following:**

To promote and safeguard the welfare of children and young persons for whom she/he is responsible, or with whom she/he comes into contact. They will adhere to and ensure compliance with the school's Safeguarding Policy and Child Protection Statement at all times. If in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety of welfare of children in the school she/he must report any concerns to the schools' Designated Safeguarding Lead.

The successful candidate will be required to provide an enhanced DBS Disclosure.

In seeking references on short-listed candidates the school may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.





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