

SENDco job description All Nations Pre-School Bedford

We are looking for a responsible, caring and inclusive person to fill the role as Special Educational Needs and Disabilities Coordinator (SENDco) role in our Preschool. This person must hold a Level 3 qualification in childcare or early years education. They will need to have the ability to work flexibly as part of a team and have excellent communication skills.

Main duties and responsibilities

- To be aware of the settings' responsibilities according to the SEND code of practice and ensure these are incorporated into daily practice
- Early identification and support of children with SEND
- Follow the graduated approach and implement advice and strategies to improve children's outcomes
- Ensure all staff within the setting understand their responsibilities to children with SEND
- Work closely with the manager and advise and support colleagues
- Support children's key person to monitor progress and review support
- Ensure parents are closely involved and that their wishes and views shape action taken by the setting
- Liaise with professionals and/or agencies beyond the setting, and ensure any advice given by professionals is incorporated into the planning
- Complete all necessary paperwork in a timely and effective way and keep accurate records
- Organise and/or attend all professional and parental meetings, including SEND support, transition meetings etc.
- Continue continuous professional development through training, and encourage staff to attend appropriate training
- Be aware of any changes to legislation regarding SEND (SEND code of practice)
- Be able to support the team by providing cover and working in ratio in the general room on occasions.

Early years providers are required to have arrangements in place to identify and support children with SEND (special educational needs and disabilities) and to promote equality of opportunity for the children within their care.

Essential requirements:

Minimum of level 3 qualification in childcare or early years education.

A SENDco qualification OR experience in working with SEND within a setting and willing to do further training for this role.

Excellent written and oral communication skills.

Safeguarding training

The ability to liaise with other professionals and work well within a team.

IT literate and able to navigate online forms.

Hours of work:

9hrs in preschool with another flexible 3 hours for administrative work. There may be meetings to attend as well.

Pay:

To be determined according to experience and qualifications.

This role is subject to an enhanced DBS check.

Please submit your application to Jade.wright@allnationsbedford.org by 14th February 2026