

BOOMSATSUMA

Role SENCO, Specialist SEN Provision	Salary £45,000-£50,000 (DOE)
Location Multi-site: Bristol and Weston-super-Mare. Must hold a full UK driving license and have access to own vehicle.	Line Manager General Manager
Contract Permanent, Full-time or Part-time flexible/hybrid (DOE)	Start Date TBC - Depending on notice

WHO WE ARE

Boomsatsuma is a proudly independent educator delivering bespoke, industry-connected education for 16-year-olds and up in Bristol and the South West, always with compassion, care and a real focus on the individual.

We deliver education that trains the next generation of creatives in television and filmmaking, photography, game design, digital media and sports media. Our courses are built to flex and evolve with the industries we're part of - so students build the knowledge and confidence to take their next step.

JOB DESCRIPTION

The SENCO will provide specialist oversight of Special Educational Needs (SEN) practice across boomsatsuma's specialist independent provision (BSPL), currently operating across sites in Bristol and Weston-super-Mare.

This is a strategic and operational role that sits across all centres, ensuring that provision is aligned with EHCP requirements, supports high-quality individualised learning, and meets statutory expectations.

A core function of the role is to lead the admissions and consultation process, working closely with Local Authorities, families, and internal teams to ensure appropriate placements and strong learner pathways from the point of referral.

The SENCO will be supported by an Admissions Coordinator function, which will grow as the provision scales, and will play a key role in shaping systems and processes that support a multi-site, scalable model.

This role is well suited to a part-time or hybrid working pattern, depending on experience and availability.

KEY RESPONSIBILITIES

Strategic SEN Leadership

- Provide oversight of SEN practice across all BSPL sites
- Ensure provision is aligned with EHCP requirements and statutory guidance
- Support the development of a consistent, high-quality approach to SEND across multiple locations
- Work with the General Manager and Centre Leads to embed best practice

Admissions & Consultation Process

- Lead the end-to-end admissions process for new learners
- Review and assess EHCPs, consultation documents, and supporting reports
- Engage with Local Authorities to respond to consultations and placement requests
- Meet with prospective learners and families to assess suitability
- Ensure clear, defensible decision-making around placement offers
- Work with Admissions Coordinators to manage workflow and communication

EHCP & ILP Oversight

- Ensure all learners have clear, meaningful Individual Learning Plans (ILPs) aligned to EHCP outcomes
- Support Centre Leads and teaching staff in translating EHCPs into practical delivery
- Oversee termly review processes and contribution to Annual Reviews
- Ensure progress against EHCP outcomes is clearly evidenced

Quality of Education (SEN Focus)

- Support the development of individualised, differentiated learning approaches
- Advise on strategies to meet complex needs (e.g., autism, SEMH, neurodiversity)
- Work with staff to ensure provision remains responsive to learner need
- Contribute to quality assurance processes relating to SEND and learner progress

Multi-Site Systems & Scaling

- Develop systems and processes that support SEN practice across multiple sites
- Support the onboarding of new sites and ensure consistency of approach
- Contribute to the development of scalable admissions and EHCP processes
- Support the growth of the Admissions Coordinator function as provision expands

Stakeholder Engagement

- Act as a key point of contact for Local Authorities in relation to SEN consultations
- Support communication with parents/carers regarding EHCP provision and progress
- Work collaboratively with external professionals (e.g., therapists, support services)

Safeguarding & Compliance (SEN Context)

- Support safeguarding processes where they intersect with SEN needs
- Ensure that EHCP provision contributes to safe and appropriate support
- Maintain accurate, compliant documentation relating to SEN and learner support

PERSON SPECIFICATION

Essential

- Qualified SENCO or equivalent experience
- Strong understanding of EHCPs, SEND Code of Practice, and statutory processes
- Experience working with young people with SEN in education or alternative provision
- Experience managing or contributing to admissions and consultation processes
- Ability to interpret complex reports and make informed placement decisions
- Strong communication and stakeholder management skills
- Ability to work across multiple sites and teams

Desirable

- Experience in post-16 or alternative provision settings
- Experience working with Local Authorities and commissioned services
- Experience developing systems or processes in a growing organisation

Key Attributes

- Analytical and detail-oriented
- Strong professional judgement and decision-making
- Collaborative and supportive approach to working with staff
- Able to balance compliance with flexibility and learner-centred thinking
- Committed to inclusive, individualised education

Key Relationships

- General Manager (strategic alignment and operations)
- Centre Leads (delivery and implementation at site level)
- Admissions Coordinators (referrals, communication, process management)
- Teaching staff and support staff
- Local Authority commissioners and SEN teams
- Parents/carers and external professionals

In Summary

This is a key cross-site role within a growing specialist provision. The SENCO will ensure that admissions, EHCP alignment, and SEND practice are robust, consistent, and scalable, supporting high-quality outcomes for learners while enabling the continued growth of the BSPL model.

The role offers flexibility in working pattern and is well suited to an experienced practitioner who can operate strategically while remaining closely connected to learner needs.



WHAT WE OFFER

- A rare opportunity to help shape and pioneer a new specialist provision
- Ongoing CPD and leadership development
- A collaborative team committed to transformation, inclusion and innovation in education
- The chance to work on a multitude of creative briefs (both internal and external), while making a real difference in others' lives
- Competitive salary
- Employee Assistance Programme (EAP)
- Cycle to Work Scheme
- Generous holiday entitlement
- Employer pension contribution

HOW TO APPLY

To apply, send a CV and cover letter to jobs@boomsatsuma.com. Shortlisted candidates will be contacted to complete an application form prior to interview.

We value the benefits of having a diverse team, and our recruitment style ensures everyone is treated fairly. We welcome, and actively encourage, applications from people across all communities.