




KING'S
College
LONDON



KING'S
MATHS
SCHOOL

Special Educational Needs Coordinator

King's College London Mathematics
School

- 1 year fixed-term
- Part or full-time (0.6-1.0FTE)
- Start date 1 September 2026.
- Full-time salary £40,316 - £52,299 depending on experience, pro rated, plus a leadership allowance of £2,074 - £2,765

Job pack contents:

- Application procedure
- Information about King's College London Mathematics School, and the post;
- Job description;

Application Procedure

Should you wish to apply for this position please send the following:

- A completed application form, and
- An Equality and Diversity reporting form

Links to these documents can be found on our website.

You may include a curriculum vitae and/or covering letter as well as, but not in place of, the application form.

Applications should be made electronically in Word or PDF format by email to kclmsvacancies@kcl.ac.uk. Enquiries may be made to Elliot Francis-Hewett, acting Director of Outreach, using the same email address.

Closing date: 12:00 on Thursday 14 May 2026

Interviews will be arranged as applications are received; we encourage early application. The final opportunity for interviews will be in the week commencing 18 May 2026.

Please advise your referees that they may be contacted and asked to provide a reference at short notice.

King's College London Mathematics School (KCLMS)

<https://www.kingsmathsschool.com/>

King's College London Mathematics School is for students with a particular aptitude and enthusiasm for mathematics, and aims to widen participation in mathematical degrees and careers at the very best institutions. The state-funded school was opened in September 2014 by King's College London, and since then its students have consistently achieved unparalleled attainment and progress through A Level results that have established the school as the top performing school in the country. Following the school's success, maths schools are now being opened by universities across the UK. The school was recently awarded State Sixth Form School of the Decade by The Sunday Times.

The school's curriculum

Our aim for the curriculum is for it to not only ensure excellent progress and attainment at A-level, but also to prepare students for successful further study and careers in the mathematical sciences.

All students at the school take Mathematics, Further Mathematics and Physics to A-level, and either Computer Science or Economics to AS-level. They also take part in an extended curriculum that develops research, independence, literacy and communication skills, and that encourages the development of interests and of a healthy lifestyle. The school's educational ethos involves supporting students' future fulfilment by enabling confident self-expression both within and without our curriculum.

Students are prepared throughout their time at the school for the most challenging qualifications at sixth form level. They are also prepared to enter the many individual challenges and team competitions that are available in mathematics, physics and computer science.

The link to King's College London

King's College London is one of the top 10 universities in Europe (*Times Higher Education World University Rankings 2023*) and the fourth oldest in England. It is the sponsoring organisation for KCLMS, and the university maintains strong strategic and operational links with the school. Strategic oversight is provided by the university through the school's governance structures, and academics from the faculty of Natural, Mathematical and Engineering Sciences interact with KCLMS students by teaching extension programmes and mentoring groups of students working on extended research projects.

Site and Size

The school is located on Lambeth Walk, near to the Imperial War Museum and a short walk from King's College London's Waterloo campus. The school has 150 students split between year 12 and year 13. The school is expanding and is expecting to welcome an additional 40 students per year group from September 2026.

Admissions Policy

KCLMS operates a selective admissions process. The key entry requirements are:

- A threshold score in a mathematical entry test set by KCLMS;
- A successful interview in which the school will further assess applicants' ability to benefit from the experience of attending a specialist mathematics school.

The school is committed to recruiting a significant proportion of students from socially and financially disadvantaged backgrounds, and to an outreach programme to further this objective.

Why work for King's Maths School?

At King's Maths School we are proud to be an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. Benefits include:

- Being part of a small, knowledgeable, and fun team.
- The opportunity to work with young people who are deeply curious, focused, and ambitious.
- A highly collaborative work ethos including weekly group lesson planning.
- A progressive staff wellbeing policy that includes access to an in-school counsellor.
- Better than industry standard family leave benefits, including for adoption and surrogacy.
- Up to 3 flexible holidays days per year that can be used during term-time to go to events or opportunities that would otherwise be difficult for teachers to attend.
- More holiday allowance than other state schools.
- A later start, with lessons commencing at 09:15.
- A cycle to work scheme (we have staff changing and shower facilities on site), educational discount at the Apple Store, access to King's College London's research, learning and prayer facilities, and subsidised KCL gym use.
- Opportunities to attend a range of cultural events for free as part of our cultural programme, including theatre shows, orchestra performances, sporting events, art galleries and museums.
- A bean to cup coffee machine – we know the importance of good coffee!

SENCO

The school is seeking to appoint a passionate and inspirational teacher whose primary role will be to lead and manage the school's provision for students with special educational needs and disabilities and to manage the medical needs provision of the school. The appointed applicant will also support students directly through 1-1 and small group support.

The post is offered on a part-time 0.6FTE basis and does not include classroom teaching responsibilities. It may be possible to increase the hours by taking on additional welfare officer or classroom teaching duties.

Widening participation and providing a safe welcoming community is a core part of the school's vision. We are proud that our intake includes an above-average number of students with SEND and that many of our alumni have 'found their tribe' at KCLMS. Beyond that community, mathematics is the passion that unites teachers and students alike, and it represents a way of thinking and creating that empowers and enriches all the different aspects of the school curriculum. Teachers focus on the use of Socratic questioning to test and develop understanding and on the frequent use of the whiteboards that surround all our classrooms to develop a culture of collaborative enterprise. This approach has benefits and challenges for our SEND students and the SENCO has a vital role in supporting all students to access our curriculum fully.

The successful candidate will be passionate about inclusive education. They will be able to enhance the support students receive in lessons by training and encouragement of staff and be able to quickly develop rapport and trust to support students on a 1-1 basis in a professional manner. They may already have a proven record as a SENCO or may be newly stepping into the role. A vital qualification will be that they share the vision of the school to help young people with a particular aptitude for mathematics find stretch and excitement in a curriculum that fosters intellectual growth and curiosity whatever their background or need.

It is not a requirement for the successful candidate to teach one of the school's existing subjects.

The school will support the appointed candidate to obtain necessary qualifications for the role if required.

The post will commence from 1 September 2026.

Job description

Post title	Special Educational Needs and Disabilities and Medical Needs Coordinator (SENCO)
Responsible to	Director of Outreach and Widening Participation

Role outline

The SENCO will work with the Assistant Head (PDBW) to determine the strategic development of special educational needs and disability (SEND) and medical needs policy and provision in the school. They will be responsible for day-to-day operation of the SEN policy and co-ordination of specific provision to support individual students with SEN and be responsible for day-to-day operation of the Medical Needs policy and co-ordination of First Aid. The SENCO will provide professional guidance to colleagues, working closely with staff, parents and other agencies. The SENCO will also provide direct support to students.

Summary responsibilities and activities

Leadership and management

- Work with the Assistant Head (PDBW) to ensure the school meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements
- Prepare and review SEN-related information the school is required to publish to the Department for Education, on its website and to the local authority
- Identify training needs for staff and determine how to meet these needs
- Lead and organise appropriate INSET for staff
- Promote an ethos and culture that supports the school's SEN policy and promotes good outcomes for students with SEN
- Project manage the work of the Learning Mentor where it pertains to SEN support
- Project manage the Exams Officer in applying for access arrangements through the relevant exam boards

Strategic development of policy and provision

- Have a strategic overview of provision for students with SEND and medical needs across the school, monitoring and reviewing the quality of provision
- Work with the Assistant Head (PDBW) to review relevant policies, including the KCLMS SEN Policy, KCLMS SEN Information Report, KCLMS First Aid Policy and KCLMS Medical Needs Policy, and Accessibility Plan.
- Contribute to school self-evaluation, particularly with respect to provision for students with SEND
- Maintain an up-to-date knowledge of national and local initiatives which may affect the school's policy and practice
- Evaluate whether SEN-specific funding is being used effectively, and propose changes to make use of funding more effective

Day to day responsibilities

- Support students to access learning opportunities and resources.
- Provide 1-1 and small group support for students with EHCPs and SEND
- Ensure medical needs information is kept up-to-date and that any student medication is stored

safely and correctly.

- Conduct IEP reviews and/or train tutors to conduct IEP reviews for simpler cases
- Coordinate SEND and access arrangements assessments
- Project manage the work of any additional SEND support resource
- Attend Lead Teachers meetings to provide input on SEN students

As a member of staff:

- Contribute to the establishment and maintenance of a caring, positive, safe and stimulating environment for each student at King's College London Mathematics School
- Participate in recruitment events such as Open Evenings, Taster Days and Interview Days, some of which take place on weekday evenings or at weekends
- Contribute to a programme of after-school and lunchtime academic enrichment and co-curricular activities, trips and visits, which may sometimes require reasonable evening or weekend commitments
- Attend training and INSET days
- Comply with all school policies
- Maintain the confidentiality of student/family information
- Demonstrate a commitment to equal opportunities, and to the promotion and safeguarding of the welfare of students and staff at the school
- Undertake such additional responsibilities as may be reasonably required by senior leaders, commensurate with the level of responsibility and remit of the post within the school

Person specification

Eligibility to work in the United Kingdom

The advertising of this post has not been compliant with UKBA guidelines for candidates who need to apply for a Certificate of Sponsorship to work in the UK.

We don't want potential candidates to be put off if they believe they do not meet every one of the criteria as described in a job description. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. **We would encourage you to apply, even if you don't believe you meet every one of our criteria described.**

Criteria	E S S E N T I A L	D E S I R A B L E	HOW IDENTIFIED AND ASSESSED AP Application I Interview R References T Interview task
Education/qualification and training			
Excellent grades at A-Level or equivalent qualifications	X		AP
Good honours degree (in any subject)	X		AP
Qualified Teacher Status	X		AP
PGCE		X	AP
NPQ SENCO (required within 3 years of appointment)		X	AP
Experience			
Providing individual SEN support and advice		X	AP, T
SEND-related administration, such as producing IEPs, applying for funding and arranging assessments		X	AP, T, R
Working with high-attaining students aged 16-19		X	AP, R
Supporting teaching development, such as through running CPD		X	AP, T, I
Care, guidance and support as a pastoral tutor in a school		X	AP, I, R
A previous or current position as SENCO		X	AP, R
Knowledge/skills			
Precise and analytical self-reflection	X		I, T
Ability to quickly create effective rapport and a constructive relationship with students	X		T
Excellent communication skills, both written and verbal	X		AP, I
Excellent organisational skills, including keen attention to detail	X		AP, I
Excellent IT skills, including the ability to learn new systems quickly and use them intelligently and flexibly	X		AP, I
Knowledge of the needs of SEND learners, in particular autistic students with high academic attainment.	X		AP, I

Personal characteristics/other requirements			
Commitment to the educational vision and the mission of King's College London Mathematics School	X		AP, I
Profound and continuing interest in SEND provision and best practice.	X		AP, I
Commitment to own self-development	X		AP, I
Capacity to take initiative and to innovate	X		AP, I
Ability to lead and to enthuse others	X		AP, I
Ability to work constructively with others inside and outside the school	X		AP, I
Integrity and reliability	X		AP, I

Safeguarding

King's College London Mathematics School is committed to safeguarding the welfare and well-being of children and applicants must be willing to undergo child protection screening appropriate to this post, including checks with past employers and the Disclosure and Barring Service.

Equal opportunities

Our staff are amazing – they inspire students, have great ideas, and help make King's Maths School a fantastic place to work. We are committed to ensuring that we are always recruiting, retaining, and promoting a diverse mix of colleagues because we know that for our students to succeed they need a staff body with a broad range of ideas, skills, and experiences.

Applicants with disabilities

King's College London Mathematics School is keen to increase the number of disabled people it employs. We therefore encourage applications from individuals with a disability who are able to carry out the duties of the post. If you have special needs in relation to your application, please contact the Business Manager, Tanya Waddingham, by emailing kclmsbusinessmanager@kcl.ac.uk.

Thank you for your interest in King's College London Mathematics School.