

The Independent Schools Association invites applications for the role of National SEND Coordinator. Join our dynamic team supporting the head teachers at independent schools to achieve educational excellence for their pupils.

Do you have a strong background in SEND and a passion for supporting inclusive practice across a range of school contexts? ISA is looking for a dedicated and knowledgeable professional to work alongside our Director of Education in supporting member schools with high-quality, evolving SEND provision. This is a fantastic opportunity to contribute to national networks, share best practice, and help schools navigate the ever-changing SEND landscape.

Job overview

Role	National SEND Coordinator
Department	ISA Education Department
Location	Great Chesterford CB10 1PF, North Essex/Cambridge border or hybrid, or remote – see below for details
Start Date	January 2026 or earlier
Salary	£40,944 – £49,771, plus 7% pension contribution
Application deadline	11 September, 9am

About the employer: Independent Schools Association

ISA is the umbrella association and national charity supporting 798 independent schools and over 150,000 pupils nationally. Full information about the Association and its structure can be seen at www.isaschools.org.uk.

Please also see our [Why work for us](#) website page, including further information for applicants.

ISA is an equal opportunity employer. ISA is an inclusive and nurturing organisation where employees feel empowered to share their experiences and ideas in a culture where difference is valued. We are committed to providing equality of opportunity and fostering opportunities to improve our understanding and practice. We welcome the positive impact that diverse and inclusive teams have at all levels of the Association, celebrating their differing approaches and points of view.

[More on Inclusion, Diversity and Equity at ISA.](#)

How to apply

To apply for this position, please email your CV plus two documents (see below) to the CEO, Rudi Elliott Lockhart through karen.goddard@isaschools.org.uk.

Please download, complete and return the two templates:

- 1) [Cover letter template](#)* (this is an anonymised sheet)
- 2) [Core details form](#) (this is a simple, single page form)

**This sheet is used for anonymous initial shortlisting, so should not include your name, etc. We recognise that some personal details—such as your name, age, gender identity, ethnicity, or other background information—may unintentionally give rise to unconscious bias during recruitment processes. You are not required to disclose personal information of this nature if you feel it may unfairly impact how your application is assessed. You should use the job description, person specification and skills base as a guide.*

Interviews will be held on 26 September 2025.

Details on the Vacancies section of the ISA website: www.isaschools.org.uk.

Data relating to applications is stored securely for six months after the closing date of the advert. You can view our [Privacy Policy on our website](#).

Job Description

This job description is a summary of the key accountabilities associated with the post. As such it supplements the basic duties outlined in the standard ISA contract of employment in accordance with the Association's policies and values, and under the direction of the CEO.

Contract	The post is a full-time, permanent contract, subject to satisfactory completion of a nine-month probationary period. It is subject to checks that include verifying the right to work in the UK.
Start Date	Start date from January 2026. We would consider a later or earlier start date for the right candidate.
Reports to:	The Director of Education and Inclusion
Hours of work:	35 hours per week Usually 9.00 – 5.00, incl. one hour unpaid lunch break. We would also welcome applications for termtime only working. Some flexibility is required, including occasional weekend working. Travel to events is often outside of normal working hours.
Holidays	25 days per annum, plus up to 8 bank holidays. Holidays must be taken outside of published school term times. Option for additional unpaid leave during school holidays, by agreement, or a termtime only contract.
Location	Remote, hybrid, or at our office in Great Chesterford: ISA House, Great Chesterford Court CB10 1PF Visit schools, attend meetings, and other ISA events offsite, as required. The role involves some travel nationally, sometimes requiring overnight stays.
Remuneration	Salary: £40,944 – £49,771; plus additional pension contribution by ISA of 7% of gross salary. Salary is reviewed annually in September and is subject to a performance uplift within the agreed salary bands, plus cost-of-living uplift.

Role Overview

The *National SEND Coordinator* will contribute to the ISA mission by supporting the development and implementation of effective SEND practices across the membership. The post-holder will work with a wide range of schools, including those with dedicated SEND provision, those within SEND-focused groups, and mainstream schools supporting pupils with special educational needs and/or disabilities.

Working under the guidance of the Director of Education, the role will involve contributing to the interpretation of national policy, supporting the development of practical resources, and assisting in the delivery of tailored guidance to enhance inclusive and high quality SEND provision across the ISA community. Central to this role is building effective relationships and fostering communication among SEND professionals within and beyond the network.

The post-holder will help strengthen existing SEND networks, facilitate collaboration, and support the sharing of best practice. They will contribute to the Association's aim of nurturing a connected and engaged SEND community, building on established initiatives and helping shape future opportunities for member schools.

Core duties

Work with the Director of Education to support the delivery of strategies that promote strong SEND provision across member schools.
Keep informed of relevant changes in government policy, legislation, and guidance, providing summaries and insights to help schools respond effectively.
Contribute to the development and sharing of SEND resources, such as policy templates, guidance documents, and toolkits, under the direction of the Director of Education.
Assist in the coordination and delivery of training sessions, webinars, and workshops on current SEND issues, approaches, and updates.
Provide general advice and signposting to member schools on SEND policy and practice, referring complex or strategic issues to senior colleagues as needed.
Help facilitate connections among SEND coordinators and professionals across the ISA network to encourage collaboration and information-sharing at both local and national levels.
Support the Director of Education in representing the Association in relevant external discussions and consultations around SEND policy and practice.
Stay informed of the wider education landscape and assist in highlighting relevant developments for member schools.
Support evaluation and feedback processes related to SEND initiatives, identifying opportunities for improvement or development.
Encourage and support the development of partnerships between ISA schools and the state sector to promote mutual learning.
Support member schools in exploring practical ways to manage and reduce costs within Learning Support Departments without compromising quality.
Other related duties and responsibilities as reasonably directed by the Director of Education and Inclusion and the CEO.

Person specification and skills base

The successful candidate will:

Have a minimum of five years' employment in a relevant role related to SEND.
Bring a broad and practical understanding of SEND education, grounded in experience within school settings.
Have experience supporting or implementing SEND strategies and policies in an educational context.
Demonstrate an ongoing commitment to staying informed about evolving SEND legislation, policy, and best practice.
Have strong communication and interpersonal skills, with the ability to engage with a range of professionals.
Demonstrate good organisational skills and the ability to manage priorities under the direction of a senior leader.

The successful candidate *may*:

Have experience working in or with independent schools, particularly those with a SEND focus.
Show understanding of the unique context of SEND education within the independent sector.
Have experience contributing to staff development or supporting professional learning in SEND.

Please note: This job description reflects the core activities of the role and as the Association and the post-holder develop, there will inevitably be changes in the emphasis of duties. It is expected that the post-holder will recognise this and adopt a flexible approach to work and be willing to participate in appropriate training.

Summary of terms and conditions of service

This appointment is made under the agreed Terms and Conditions of Service for ISA staff.

The post requires some off-site work to visit schools, attend meetings, and other ISA events, as required. The role involves some travel nationally, sometimes requiring overnight stays.

ISA is committed to safeguarding and promoting the welfare of children and young people and expects all employees and those associated with the Association to share this commitment. Please note that this post will require the satisfactory completion of all pre-appointment checks, including the right to work in the UK, and given the nature of our work in support of schools, may require an enhanced Disclosure and Barring Service (Criminal Records Bureau) check.

Remote, Flexible and Hybrid Working

If you are seeking a fully remote contract or significant hybrid working, please make your expectations and availability clear in your application letter.

Questions?

We are very happy to answer any queries that you may have at this stage. If you would like to know about the role, please phone Helen Stanton-Tonner on 01799 523619, or by email on helen.stanton-tonner@isaschools.org.uk.

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