

## **JOB DESCRIPTION: SENDCo**

Reviewed and updated: Feb 2021

### **Salary L6-10**

#### **Lines of Responsibility**

The successful candidate will have senior leadership responsibilities and is directly responsible to the Assistant Principal.

#### **Line Management**

The SENDCo will ensure effective line-management of the support staff associated with The Centre for SEND and will work closely with all SEND provision across the school.

**Purpose:** The SENDCo, with the support of the SLG and governing body, takes responsibility for the day-to-day operation of the SEND policy, SEND information report and provision made by the school for pupils with learning difficulties or disabilities, working closely with staff, parents/carers and other agencies. The SENDCo also provides professional guidance to staff in order to help ensure high quality teaching and the effective use of resources to secure an inclusive education.

**Responsible for:** Leading and managing SEND effectively in the school and overseeing the implementation of the SEND policy.

#### **Teaching and Learning**

- Identify and adopt the most effective teaching approaches for pupils with SEND and provide guidance for staff, including that reasonable adjustments are made
- Monitor teaching and learning activities to meet the needs of pupils with SEND
- Identify and provide study skills that will develop pupils' ability to work independently
- Liaise with other schools to ensure continuity of support and learning when transferring pupils with SEND
- Liaise with outside agencies so that appropriate teaching and learning strategies are employed.
- Act as a source of expertise and guidance for staff who teach pupils with SEND

#### **Recording and Assessment**

- Support target setting arrangements for raising achievement among pupils with SEND through the Assess Plan Do Review process
- Coordinate systems for identifying, assessing and reviewing SEND, and reporting and recording their progress, including In School Reviews and Multi Academy Trust meetings
- Work with parents and outside agencies to complete EHCP applications for pupils
- Liaise closely with pastoral staff to help ensure pupils with SEND are fully included and make the expected progress
- Update the Principal (via SLG line manager) and governing body on the effectiveness of provision for pupils with SEND
- Develop understanding of pupils' learning needs and the importance of raising achievement among pupils
- Liaise with parents/carers regarding their child's progress
- Organise the assessment of and provision for students who may require Exam Access Arrangements
- Produce a termly Report for the Principal on the progress of SEND pupils
- Monitor and track the academic progress of all pupils on the SEND register, and organise appropriate interventions in partnership with pastoral staff, teaching staff and parents through the Assess, Plan, Do, Review process.

## **Leadership**

- Ensure all members of staff recognise and fulfil their statutory responsibilities to pupils with SEND, including that the school complies with the disability equality duties
- Organise training opportunities for learning support assistants and other teachers to learn about SEND
- Disseminate excellent practice in SEND across the school including Centre, Hub and Green Room provisions.
- Keep abreast of current developments and new initiatives
- Identify resources needed to meet the needs of pupils with SEND and support staff in their use, and advise the Principal of priorities for expenditure
- Advise the Principal (via SLG line manager), governing body and staff (as applicable) on the application of relevant legislation and the SEN Code of Practice.
- Review and update the SEND and Inclusion policies (along with the SLG line manager) and have an input into other relevant policies, e.g. behaviour and discipline, Mental Health
- Chair and minute In School Reviews
- Participate in regular meetings with the appropriate Link Governor for SEND
- Create and oversee all SEND administration and documentation e.g. Provision Maps
- Produce an annual Accessibility Plan
- Produce a plan for the emergency evacuation of physically disabled pupils and monitor its effectiveness regularly.
- Ensure that emergency evacuation equipment is fit for purpose
- Organise effective transition process for SEND pupils across the school.

## **Standards and Quality Assurance**

- Support the aims and ethos of the school in that all pupils are fully included
- Line manage TAs and delegate tasks as appropriate to best support the needs of pupils with SEND
- Contribute to the strategic direction and development of SEND
- Create confidence among staff to enable them to meet the needs of SEND pupils, including their social and emotional needs
- Make appropriate judgements and decisions over issues of confidentiality, the needs of pupils with SEND and when to consult others (internally and externally).
- Organise a timetable of TA deployment to support pupils in class
- Attend SENDCo Network meetings both within the Trust and externally

## **Teaching**

To teach a small timetable, the proportion to be reviewed annually.

## **Performance Management**

The SENDCo will agree professional targets annually with their line manager, who will monitor and review her / his performance in accordance with the college's performance development policy

## **Conditions of employment**

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).
- The post holder is required to support and encourage the college's ethos and its objectives, policies and procedures as agreed by the Governing Body.
- The post holder is required to uphold the college's policy in respect of child protection matters.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced Disclosure and Barring Service (DBS) check will be carried out for the successful candidate.
- The post holder shall be subject to all relevant statutory requirements as detailed in the most recent School Teachers' Pay and Conditions Document.
- The post holder may be required to perform any other reasonable tasks after consultation.

- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.
- All staff members participate in the college's performance development scheme.