



facta non verba – actions not words

JOB DESCRIPTION

SENDCO

Promote and exemplify the school vision:

'To provide within a nurturing and respectful community, a diverse and inspirational learning experience delivered by skilled, passionate staff to motivated pupils. We aim to empower each child towards striving for excellence and fulfilling their full potential'.

Promote the School Values:

C – care

O - opportunity

R - respect

E – excellence

Key Responsibilities:

- Determine the strategic development of special educational needs (SEN) policy and provision in the school
- Be responsible for day-to-day operation of the SEN policy and co-ordination of specific provision to support individual pupils with SEN or a disability
- Provide professional guidance to colleagues, working closely with staff, parents and carers, and other agencies as necessary

Relationships (including accountability):

- The post holder is accountable to Head and the Deputy Head
- The post holder seeks to establish professional working relationships with colleagues and parents
- To work alongside the Assistant SENDCo and the SEND Teacher.
- To be sensitive to the co-educational needs of the pupils
- Participate in arrangements for professional development

Duties and Responsibilities:

Strategic development of SEN policy and provision

- Have a strategic overview of provision for pupils with SEN or a disability across the school, monitoring and reviewing the quality of provision
- Contribute to school self-evaluation, particularly with respect to provision for pupils with SEN or a disability
- Make sure the SEN policy is put into practice and its objectives are reflected in the school development plan (SDP)
- Maintain up-to-date knowledge of national and local initiatives that may affect the school's policy and practice

Operation of the SEN policy and co-ordination of provision

- Maintain an accurate SEND register and provision map
- Provide guidance to colleagues on teaching pupils with SEN or a disability, and advise on the graduated approach to SEN support
- Be a key point of contact for external agencies
- Analyse assessment data for pupils with SEN or a disability Support with the planning and oversee implementation of intervention groups for pupils with SEN, and evaluate their effectiveness

Support for pupils with SEN or a disability

- In conjunction with teaching staff, identify a pupil's SEN
- Co-ordinate provision that meets the pupil's needs, and monitor its effectiveness
- Secure relevant services for the pupil
- Ensure records are maintained and kept up to date
- Review the education, health and care (EHC) plan with parents or carers and the pupil
- Communicate regularly with parents/carers
- Ensure if the pupil transfers to another school, all relevant information is conveyed to that school, and support a smooth transition for the pupil
- Promote the pupil's inclusion in the school community and access to the curriculum, facilities and extra-curricular activities

Leadership and management

- Work with the headteacher and Trustees to ensure the school meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements
- Lead any relevant SEND training for staff
- Share procedural information, such as the school's SEND policy
- Promote an ethos and culture that supports the school's SEND policy and promotes good outcomes for pupils with SEN or a disability
- Report to Trustees on progress, challenges and next steps in SEND

Safeguarding

- Liaise and collaborate with the designated safeguarding lead (DSL) on matters of safeguarding and welfare for pupils with SEND
- Remain alert to the fact that pupils with SEND may be more vulnerable to safeguarding challenges.

Health & Safety:

- Responsibility for own Health and Safety and that of pupils and colleagues.
- Responsibility for the care and safety of classroom resources and equipment.
- Maintaining good order and discipline among pupils (whether on duty or not) and safeguarding their health and safety both on School premises and when authorised to be in charge of them outside School
- To be familiar with and work within the required Health and Safety standards as laid out in the school's policy and administered through the Health and Safety Officer.

General:

- To carry out timetabled duties.
- Participating in staff meetings, attending assemblies and other School functions as required.
- Reappraising professional performance, participating in training courses and keeping informed of current legislation and best practice.
- To ensure punctuality and example in attitude, manners and dress at all times.

Safeguarding Children:

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons, for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and always ensure compliance with the School's Child Protection Policy Statement. If while carrying out their duties, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to one of the School's Designated Safeguarding Leads or to the Head Teacher. This job description is not intended to be all embracing and the post holder shall be required to carry out other duties as necessary and required, commensurate with training and experience.