



JOB DESCRIPTION - SENDCO

Purpose:

- Raise standards in Teaching & Learning; student progress and attainment, for those with SEND
- Ensure the school meets, and goes beyond, statutory compliance for students with SEND
- Ensure that school policies are developed and implemented in a manner that supports the best possible outcomes for students with SEND

Reporting to: Deputy Headteacher

Main Duties & Responsibilities:

- Support the vision, ethos and policies of the school and promote high levels of achievement
- Take a leading role in raising standards, improving quality of teaching and learning and staff development in SEND
- Monitor SEND students' progress and attainment
- Ensure earliest possible identification of barriers to learning for students.
- Plan interventions and track progress for impact regarding effectiveness
- Support the needs of NEET learners including consideration of next steps
- Maintain records of barriers to learning and associated strategies for distribution to home schools on discharge from service
- Monitor the quality of SEND support delivered through, where appropriate, lesson observations, work scrutiny, records of student progress and effectiveness of interventions; use these analyses to guide future provision and staff CPD
- Act as an appraiser for assigned staff
- Play a full part in developing and enhancing relationships between the school, parents, external agencies and the local community
- Lead in implementation of the Code of Practice 2014
- Maintain and develop the SEND policy and School Information Report
- Ensure that the SEND policy and practice is compliant with legislation and best practice and is being effectively administered
- Provide strategic leadership regarding SEND and inclusion provision throughout the school
- In liaison with the exams officer complete applications for relevant exams access arrangements, drawing on relevant assessment information
- Lead on SEND aspects of School website
- Lead on applications for Education and Health Care Plans or Top Up Funding
- Lead on Annual Reviews for children with Education and Health Care Plans
- Liaise with outside professionals, including Educational Psychologists, Case Workers, CAMHS professionals
- Work in close partnership with families, including liaising with parents and carers concerning: pupil progress and concerns; updates to EHCPs; the use of external agencies for identifying SEND; and to be proactive in communication about these issues
- Liaise closely with our Safeguarding team over Child Protection concerns for children with SEND
- Liaise closely with staff from receiving schools / colleges to ensure continuity of provision
- Develop and monitor school induction processes to ensure they allow for early identification and meeting of individual needs
- Report to Governors as appropriate

Teaching and Learning

- Model and share best SEND practice across the school.
- Fulfil a teaching role that may include: delivery of interventions, team teaching, class and outreach teaching
- Teach a secondary national curriculum subject
- Model positive behaviour for learning and restorative approaches to managing conflict

Staff Management and Development:

- Line manage assigned staff on a day to day basis
- Where appropriate, lead CPD on SEND strategies for teachers and support staff
- Demonstrate a commitment to own continuing professional development and that of all staff

Other Responsibilities:

- Be aware of and respond appropriately to any health and safety, child protection and safeguarding issues raised by staff, children or families
- Support the Deputy Head Teacher with the running of the school day
- Take on any additional responsibilities that might, from time to time, be determined by the Deputy Headteacher, as consistent and reasonable to your job duties