



William Fletcher Primary School

Inspire Nurture Achieve

Rutten Lane Yarnton Kidlington Oxfordshire OX5 1LW

Tel: 01865 372301 email: office.2354@william-fletcher.oxon.sch.uk

www.william-fletcher.oxon.sch.uk

SENDCo Job Description

Job Purpose

To provide professional leadership and management of SEND, ensuring high-quality provision, strong professional practice and the best possible outcomes for all pupils with SEND

Key Accountabilities

1. Teaching, Learning and Pupil Outcomes

- Ensure high-quality learning experiences for all SEND pupils across the school
- Monitor and evaluate the progress and attainment of SEND pupils, reporting regularly to the Leadership Team and Governors
- Implement and update policies and practices that reflect the school's commitment to high achievement and effective teaching and learning
- Promote an inclusive learning culture, supporting staff to develop confidence and positive attitudes towards SEND
- Work with the Leadership Team to support behaviour management, taking account of pupils' personal, social and emotional needs
- Identify priorities for improvement and contribute to the School Improvement Plan
- Support teachers and TAs to develop their practice, including planning, assessment, intervention and adaptive teaching
- Model high-quality teaching and intervention practice
- Mentor or coach teachers or trainees when required
- Ensure assessment, reporting, record-keeping and tracking systems are implemented consistently and updated in line with statutory requirements
- Ensure parents are well informed about their child's needs, provision and progress
- Review and reflect on the effectiveness of provision to secure the best outcomes for pupils
- Provide emergency teaching cover if required (no regular teaching commitment)

2. Leadership and Management

- Serve as a key member of the Wider Leadership Team
- Act as the champion for SEND pupils across the school
- Lead, manage and collaborate effectively with staff, pupils and colleagues



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- Oversee provision in The Orchard
- Monitor the quality and impact of specialist provisions and interventions to ensure they maximise pupil progress
- Lead and manage TAs, including recruitment, deployment, performance development and CPD
- Support TAs to develop strong subject knowledge and effective intervention practice
- Keep the SEND register up to date
- Maintain effective communication with all stakeholders, including the Local Authority and external agencies
- Provide support in safeguarding meetings involving SEND pupils
- Lead CPD in areas of SEND responsibility when required
- Promote early identification and consistent high-quality provision for SEND pupils across the school
- Plan collaboratively with teachers, sharing expertise and information
- Build strong relationships with parents to support learning and development
- Manage annual reviews and EHCP applications
- Lead parent meetings for SEND pupils and those with additional barriers to learning
- Ensure all SEND-related information on the school website is accurate and up to date
- Ensure statutory SEND duties are met in a timely and compliant manner
- Work with the Leadership Team to plan the effective deployment of TAs across the school
- Lead SEND self-evaluation and contribute to the SEF, School Development Plan, inclusion strategy and continuous improvement of inclusion practice

3. Efficient and Effective Deployment of Resources

- Maintain a stimulating, safe and well-organised learning environment appropriate for SEND provision
- Ensure resources are well organised, accessible and used effectively to promote learning
- Ensure resources are used efficiently, effectively and safely
- Contribute to managing the SEND budget

4. Inclusion

- Demonstrate a commitment to transforming the life chances of all pupils
- Promote inclusivity and ensure that all pupils feel valued, supported and able to succeed



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5. Safeguarding

- Attend safeguarding meetings involving SEND pupils when required
- Contribute to a positive, robust safeguarding culture
- Ensure safeguarding remains a priority in all aspects of SEND and inclusion work

6. Health and Safety

- Take reasonable care of personal health and safety and that of colleagues
- Cooperate with the school in meeting health and safety duties
- Use equipment safely and appropriately
- Undertake first aid training when required

7. Professional Conduct

- Maintain the highest standards of confidentiality and professional conduct
- Promote a collaborative culture demonstrating loyalty, integrity and professionalism
- Adhere to the school's dress code and staff code of conduct
- Maintain professional behaviour in and beyond school, including online
- Demonstrate high standards of timekeeping
- Work within and actively promote all school policies
- Support the school's vision, values and ethos
- Undertake break/lunch duties or assemblies when required
- Comply with reasonable requests to undertake work not explicitly listed in the job description

Job Context

This job profile reflects the requirements of the current Pay and Conditions Document, DfE conditions of employment, and the vision, aims, strategic plan and policies of the school



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