



Job Description

POSITION: SENDCo

GRADE: Main Pay Scale/Upper Pay Scale plus SENDCo allowance

RESPONSIBLE TO: The Governing Board of Bournville Village Primary School

RESPONSIBLE FOR: Supervision of persons providing support in the classroom

REPORTING TO: Head Teacher

Job Purpose

To promote the general progress and wellbeing of individual pupils and of any class or group of pupils assigned to him/her principally, but not exclusively, by teaching the curriculum, contributing to a high quality and stimulating learning environment, and undertaking other activities for or relating to pupils.

General

You are required to:

- Carry out the duties and professional responsibilities of a teacher as laid down in the Contractual Framework for Teachers, contained within School Teachers' Pay and Conditions document, along with the National Teachers Standards and any other relevant standard which the teacher is subject to.
- Demonstrate a commitment to safeguarding and promoting the welfare of pupils.
- Promote the agreed vision and values of the school.
- Implement, support and promote school policy and procedures.
- Set an example of professional integrity and professionalism.
- To work collaboratively as a member of the staff team, establishing and maintaining effective, professional relationships with colleagues.
- To contribute to the school commitment to staff wellbeing, by contributing to a culture of co-operation, trust and mutual respect.
- Have overall responsibility for determining the strategic development of SEND policy and provision in the school.
- Have day-to-day responsibility for the coordination of SEND provision to support individual pupils.
- Where a LAC has SEND, ensure effective communication with the relevant designated teacher.
- Advise on the graduated approach to providing SEND support.
- Advise on the deployment of the school's delegated budget and other resources to meet pupils' needs effectively.
- Liaise with the parents of pupils with  SEND.

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- Be the key point of contact with external agencies, particularly the LA and its support services, and ensure that these links are actively promoted.
- Liaise with potential next and previous providers of education to ensure pupils and their parents are informed about their options, and that a smooth transition is planned.
- Work with the headteacher and the governing board to ensure that the school meets its responsibilities under the Equality Act 2010 with regards to reasonable adjustments and access arrangements.
- Ensure the school keeps an accurate record of all pupils with SEND and that this remains up to date.
- Undertake training and CPD to improve and maintain a well-rounded knowledge of SEND provision to ensure duties can be effectively performed.
- Ensure the specific requirements of pupils with SEND are understood and support measures are implemented effectively.
- Have a sound knowledge of how relevant legislation, including the 'SEND Code of Practice', impacts the school's SEND provision.
- Understand how the needs of pupils with SEND change as they get older.
- Participate in the implementation of EHC plans with parents of pupils with SEND, monitoring their impact and making any necessary adjustments to ensure pupils make progress.
- Participate in opportunities for further training and professional development. Disseminate training with colleagues where appropriate.
- Keep up to date with developments in education research and practice.
- Where appropriate, work with SLT to ensure that statutory assessment obligations across the school are met.
- To undertake any other reasonable and relevant duties in accordance with the changing needs of the school.

Teaching and Learning

- Liaise with the headteacher to ensure an appropriate, broad, high-quality and cost-effective curriculum is delivered to pupils with SEND.
- Keep up to date with local and national developments in teaching pupils with SEND and communicate these to all members of staff.
- Monitor teaching and learning activities to ensure that they meet the specific needs of pupils with SEND.

Leadership and Management

- Contribute to the co-ordination and support of the staff team delivering SEND support
- Support all staff members to understand the needs of pupils with SEND.



- Promote a safe and secure learning environment for pupils with SEND and action improvements where necessary.
- Provide professional guidance to staff to secure quality-first teaching for pupils with SEND.
- Guide staff in recognising and fulfilling their responsibilities to support pupils with SEND.
- Contribute to the performance management process of any SEND teachers, learning support staff and TAs.
- Act as a point of contact and offer advice to staff seeking to learn more about, or develop skills relating to, SEND.
- Ensure the school's SEND provision is inclusive at all levels.
- Contribute to curriculum planning to ensure that it reflects the needs of pupils with SEND.
- Help to cater for the needs of pupils with SEND by contributing to the effective deployment of learning support staff.
- Contribute to the creation of an effective SDP which appropriately considers the needs of pupils with SEND.
- Contribute to the effective supervision of learning support staff.

Communication

- Contribute to leadership and Governor meetings by reporting on the effectiveness of SEND provision and sharing information with the key stakeholders.
- Ensure staff are aware of developments with regards to SEND provision and policy in their identified areas of responsibility.
- Talk to pupils with SEND and listen to their feedback, with a view to developing a more effective support system.

Recording and Assessment

- Ensure that the school's administrative work for SEND is effectively completed, including the following:
 - Contributing to Learning support staff timetables
 - Contact with outside agencies, e.g. careers and outreach agencies
 - The implementation of behaviour support plans by staff and their understanding by pupils
- Work with teachers to set challenging targets for raising achievement amongst pupils with SEND.



Conditions of Employment

The above responsibilities are in accordance with the requirement of the Teachers' Pay and Conditions Document and subsequent orders in terms of duties and working time, also any local agreements, guidelines giving interpretations of teachers' conditions of service.

All staff are expected to understand and be committed to the Disability and Equalities Act, 2010, in employment and service delivery.

Review and amendment

This job description is normally subject to annual review. It may be amended at the request of the Head Teacher, or the post holder, but only after consultation. It will be signed if agreement is reached.

Complaints

If, following review and amendment, agreement is not reached the appropriate procedures as adopted by the Governing Board should be used.

Signed _____

Post Holder

Signed _____

Head Teacher

