



SENDCo JOB DESCRIPTION

Line Manager: Headteacher

Duties: The current School Teachers' Pay and Conditions Document and the Professional Standards for Teachers applies to the professional duties of all teachers in all teaching posts.

Particular duties for this post: Certain specific duties are reasonably required to be exercised and completed. In recognition of this, an allowance is payable.

Core Purpose of post: The core purpose of the SENDCo is to provide professional leadership and management within Special Needs/Behaviour Support to secure high quality teaching, improved standards of learning and achievement for all students, and to contribute towards the effective use of resources. The SENDCo is a line manager and is responsible for relevant staff.

Particular Duties:

- To coordinate, throughout the school, the provision for students with special educational needs.
- To ensure that the school has an effective special needs policy which reflects the current Codes of Practice on Special Educational Needs and Disability and to implement this policy.
- To coordinate assessment of students' needs, to write and ensure the delivery of individual education programmes.
- Setting targets, reviewing and recording progress.
- Sharing this information with staff and parents.
- Liaison with outside agencies.
- Reporting to senior management and governors on the work of the department.
- Effectively managing the SEND budget.
- Named person for pupils with Education, Health and Care Plans
- Named person for Looked after Children
- Named person for children on integrated support or with special medical needs

Provide vision and direction by:

- Focusing on teaching and learning and providing a clear vision for high expectations of achievement within Special Needs and Disabilities
- Planning and managing the development of the subject area in terms of curriculum policies, statutory requirements, plans, targets, practices and professional development so as to maximise student achievement
- Ensuring the status of SEND within the school and its contribution towards supporting the School Improvement Plan and the School Development Action Plan
- Being a leading professional and subject expert, promoting excellent teaching and learning and identifying and sharing innovative ideas
- Attending appropriate meetings, supporting the vision for the school and its development
- Ensuring all actions and decisions support the ethos of the school

Manage teaching, learning and subject area development by:

- The implementation and monitoring of policies and practices for assessing, recording and reporting on student achievement, including baseline assessments, key stage results and external examinations, in conjunction with the senior leaders
- Setting, agreeing and monitoring targets for improvement for all students with SEND, alongside the senior leadership team
- Analysing assessment data in relation to targets to provide information to the Leadership team
- Monitoring and evaluating the quality of teaching and learning effectively, so as to enable teaching methods to develop effectively and to allow outcomes to be met
- Regular monitoring of teachers' planning, assessment, marking, homework and schemes of work, providing appropriate advice for adaptations



- Providing time and opportunities for collaboration
- Working alongside the leadership team with the subject leaders to extend schemes of work/differentiation.
- Assisting with dealing with discipline issues which disrupt the teaching and learning, in line with the school's behaviour management system
- Ensuring the school policies are delivered within the subject
- Developing enrichment and extra-curricular activities across the school
- In conjunction with the leadership team, seeking to deploy expertise and outside knowledge as and when appropriate

Lead and manage people by:

- Providing all those with involvement in the teaching or support of SEND, with the challenge, information, support and development necessary to sustain motivation and secure improvement in teaching
- Observing and evaluating teaching and learning in such a way so as to enable professional development within the context of agreed frameworks
- Participating in the recruitment of teachers and support staff advising on the deployment of both in order to make the best use of their abilities and to meet the needs of the students, and providing suitable induction for new staff
- Encouraging the evaluation and sharing of good practice
- Ensuring the effective organisation of team meetings, ensuring action minutes are kept and circulated and that action is carried out as appropriate
- Establishing agendas for meetings focused on SEND which will introduce/lead new initiatives and stimulate discussion

Efficiently and effectively manage the deployment of staff and resources by:

- Consulting with the senior leadership team to assist in establishing resource needs, setting priorities for expenditure to meet the objectives of the SIP and the SDAP
- Planning the development of learning resources
- Considering the effective use of the environment for pupils with SEND to support school ethos and maximising the display of student and motivational exemplar work
- Ensuring that information regarding a safe and appropriate working and learning environment in which risks are properly assessed is communicated to the Senior Leadership Team