

## OAKRIDGE SCHOOL - 'WORKING TOGETHER TO SUCCEED'

Mr S Cook  
Headteacher

Ms S Ansari  
Deputy Headteacher

[www.oakridgehighwycombe.co.uk](http://www.oakridgehighwycombe.co.uk)



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*Ofsted Rating: Good - March 2022*

### 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 Core 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 Core 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 LSAs 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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- Line-manage and support the Glade Leader and team, and oversee provision in The Glade, The Meadows and The Den
- Monitor the quality and impact of specialist provisions to ensure they maximise pupil progress
- Lead and manage LSAs, including recruitment, deployment, performance development and CPD
- Support LSAs 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 Core Leadership Team to plan the effective deployment of LSAs across the school
- Lead SEND self-evaluation and contribute to the SEF, School Improvement Plan 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
- Review classroom organisation in line with school policies
- Assess resource needs in consultation with colleagues
- Ensure resources are used efficiently, effectively and safely
- Manage the SEND budget responsibly and strategically

### **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 communication charter
- 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