



JOB DESCRIPTION

SENDCo

REPORTS TO:	Headteacher.
PAYSCALE:	M1 to UPS3 (Main to Upper Scale), £34,398 to £52,490 per annum) <i>Scale point will be dependent on skills, experience & track record</i>
LOCATION	Sir Frederick Gibberd College, Tendring Road, Harlow, Essex, CM18 6RN
TERMS:	You will be required to meet the general requirements of this post as specified in the School Teachers' Pay and Conditions Document. In addition, you will be required to fulfil any reasonable expectations from the Headteacher.
CONTRACT:	Permanent – Full Time

PURPOSE OF THE JOB

- To co-ordinate activities relating to the inclusion of all students
- To monitor and evaluate standards for all students
- To be responsible for the general care, safety and welfare of targeted students
- To promote excellent standards of behaviour across the Academy
- The post will require you to work in partnership with all staff to ensure the continuous improvement of the Academy

Liaison with:

- The post-holder is expected to interact with colleagues on a professional level in order to promote a mutual understanding of the Academy's vision and values
- The post-holder is expected to network and liaise with other SENDCO colleagues across BMAT

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

This list is not exhaustive, but includes:

Specific Responsibilities

- Line Management of Deputy SENDCo and all mainstream Co-Educators.
- To identify and assess all SEND and potential SEND students, students on the statutory assessment process, assisted, where appropriate by the Heads of Faculty/Subject Leads
- Ensuring that the SEND register is updated and checked each half term and implement the procedures required by the current Code of Practice
- To liaise with the Heads of Faculty/Subject Leads in order to effectively deliver the special educational needs service and to ensure that all students make progress in accordance with their one plan.
- To assess, monitor and track all SEND students' progress termly
- Work with a range of staff in coordinating and communicating services such as the educational psychology service, specialist teacher services, speech and language therapy service, literacy support service etc.
- Assist the Headteacher to enable the LGB discharge their statutory responsibilities in relation to students with SEND and keep them well informed as to the implementation of the SEND policy
- Prepare the annual report on the SEND provision that is presented to the LGB Members
- To liaise with the reading intervention coordinator to track progress of all students who require reading intervention relating to SEND
- To follow guidance when working with identified students, in small groups or the whole class as appropriate
- To attend reviews and planning meeting as appropriate
- To accompany students on educational visits
- To work alongside Tutors and other members of staff, building positive relationships with assigned students
- To attend school INSET, whole staff meetings, departmental and team meetings, as appropriate
- To assist students in the development of independent personal care and hygiene and promoting self-confidence as laid down in Academy policy. Contributing and following clear guidance
- To assist at break /lunchtimes and the end of day supervision, developing positive activities, which will encourage and support inclusive practice
- To provide all staff with concise information regarding SEND students' needs/targets/methods of assessments and procedures
- To meet with the Associate Headteacher for inclusion regularly to discuss student's progression and any concerns
- Teach nurture, support and intervention classes as requested by the Headteacher

Main Expectations of the role

Shaping the Future

- Assist in establishing a vision for the future of the school
- Contribute to the identification of key areas of strength and weakness
- Work to a high standard in implementing agreed policies, priorities and expectations to set good examples to other colleagues
- Promote a culture of teamwork, in which views of all members of the school are valued and taken into account
- Contribute to the self-evaluation of the school and lead the self-evaluation of the SEN Department

Developing self and managing others

- Promote and safeguard the safety and welfare of children and young people
- Contribute to the creation of a positive school ethos, in which every individual is treated with kindness and respect, and ensure the safety and welfare of students is paramount
- Support the development of collaborative approaches
- Set high expectations for your own performance and that of others
- Engage in relevant professional development activity as necessary

Managing the organisation

- Contribute to a regular review of the needs of the SEN department and ensure it meets statutory requirements
- Assist in developing action plans in order to bring about improvements
- Contribute to the planning process for the distribution of resources, to ensure they meet the schools identified priorities
- Contribute to regular evaluation of the impact of the use of resources in relation to the quality of education of the pupils and value for money

Securing Accountability

- Use a range of data sources to set realistic yet challenging targets for students, analysing outcomes for individuals and groups
- Contribute to the reporting of the performance of students to parents, carers, LGB Members and other key partners

Strengthening Community

- Contribute to strengthening partnerships with SENCO colleagues in other schools within BMAT
- Contribute to policies and practices, which promote equality of opportunity and tackle prejudice
- Promote and model good relationships with parents, which are based on partnerships to support and improve pupils' achievement

Additional duties:

- To play a full part in the life of the School community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To develop a calm learning atmosphere by completing lunch duties each week as required by the Headteacher, or CEO
- To support student progress by completing at least one booster and/or homework club session for SEND students at lunchtime and/or after school as required by the Headteacher

Other specific duties:

- To continue personal development as agreed.
- To ensure that Health and Safety policies and procedures are followed
- To actively engage in the performance review process.
- To undertake any other duty as specified by Headteacher not mentioned in the above
- To comply with the School's Health and Safety Policy and undertake Risk Assessments as appropriate.
- To be aware of and work in accordance with the school's child protection policies and procedures, and to raise any concerns relating to such procedures which may be noted during the course of duty.

Safeguarding

BMAT is committed to safeguarding and promoting the welfare of student and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The person undertaking this role is expected to work within the policies, ethos and aims of BMAT and to carry out such other duties as may reasonably be assigned. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

English Duty

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role. The duties above are neither exclusive nor exhaustive and the post-holder may be required to carry out appropriate duties within the context of the job, skills and grade.

General responsibilities common to all members of staff

All staff are responsible for the safeguarding and wellbeing of pupils and must follow BMAT guidance and policies.

BMAT Directors are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share in this commitment.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post-holder.

Person Specification – SENDCo			
		Essential	Desirable
Qualifications and Documentation	1. Honours Degree 2. QTS 3. Enhanced DBS & Validated Reference 4. Eligibility to work in the UK 5. Evidence of further professional development relevant to the post 6. National SENDCO Qualification	X X X X X	X
Experience	1. Initiating, implementing, monitoring and evaluation of provision or support 2. Support & intervention programmes and how its different component contribute to students' whole school experience 3. School self-evaluation & review 4. Managing change and the consequences of change 5. Understand and demonstrate the core principles of school improvement	X X X X X	
Knowledge Skills / Competencies	1. Commitment to improving student learning and raising achievement 2. Enthusiasm to inspire in students a desire to learn and participation 3. Knowledge and understanding of recent legislation, development and initiatives in education 4. An understanding of the whole range of learning needs 5. An understanding of the use of comparative data and target setting 6. Knowledge of the curriculum 7. An understanding of the use and potential of ICT to develop learning 8. An understanding of SEND Provision 9. Lead and Contribute to discussion planning and self evaluation 10. Demonstrate a clear understanding of current educational thinking and policy articulating the implications of both for the Academy's attainment	X X X X X X X X X X	
Personal Qualities	Characterised as: 1. Work supportively and constructively with the SENDCO/Heads of Departments/SLT and Headteacher 2. A leader of people 3. Sense of humour 4. Highly organised and able to meet deadlines 5. Model and ensure the highest professional standards for staff and students by personal example of hard work, commitment to meeting the needs of students and parents and a high level of professionalism in manner and organisation 6. Good communicator verbally and in writing	X X X X X X	

	7. A high level of personal integrity and probity	X	
	8. Ability to motivate others to support the school ethos	X	
	9. Ability to support tutor teams in implementing BMAT Policies	X	
	10. A clear understanding of how to use data to raise student achievement in particular groups of learners	X	
	11. Understand and articulate what good teaching and effective learning is and how these can be applied to raise student attainment	X	
	12. Good self-management skills including the ability to plan own time effectively	X	
	13. To be able to communicate effectively to different audiences both verbally and in writing	X	

