



Post title	SENDCo
<b>Job purpose</b>	<ul style="list-style-type: none"> <li>To lead, manage, develop and maintain high quality SEND provision which enables quality teaching, excellent learning outcomes and success for all pupils.</li> <li>To model effective teaching, to coach and train colleagues and to teach across the school.</li> <li>To keep all aspects of paperwork including records, policies and SEND school offer up-to-date and actioned, as appropriate.</li> <li>To contribute to raising standards of pupil achievement and progress.</li> <li>To share and support the school's responsibility to provide and monitor opportunities for personal growth and enjoyment.</li> <li>To support and promote the ethos of the whole school.</li> <li>To promote inclusive practises and support the development of pupils' wellbeing</li> </ul>
<b>To whom the postholder reports to</b>	<p><b>The postholder is responsible to:</b></p> <ul style="list-style-type: none"> <li>The Headteacher in all matters</li> <li>Deputy Headteacher</li> </ul> <p>The postholder is also expected to interact on a professional level with colleagues in order to promote a mutual understanding of SEND with the aim of improving teaching and learning across the school.</p>
<b>Duties and responsibilities specific to the post</b>	<ul style="list-style-type: none"> <li>To contribute to a positive ethos in which all pupils have access to a broad, balanced and relevant curriculum.</li> <li>Support all staff in understanding the needs of SEND pupils, implementing the SEND Code of Practise and putting in place personal provision plans.</li> <li>Encourage all members of staff to recognise and fulfil their statutory responsibilities to pupils with SEND and understand the importance of QFT taking ownership of additional provision and the progress children (with SEND) make in their class/teaching group.</li> <li>Regularly monitor progress against targets for pupils with SEND from teachers' plans, evaluate the effectiveness of teaching and learning through learning walks, observations and work analysis and use these analyses to guide future improvements.</li> <li>Analyse and interpret relevant school, local and national information relating to pupils with SEND and advise the head teacher on the level of resources required to maximise achievement.</li> <li>Monitor the use of resources, teaching activities and target setting and develop and maintain a recording system for progress of pupils with SEND.</li> <li>Liaise with staff, parents, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of educational provision for pupils with SEND.</li> <li>Develop partnerships with parents and pupils to ensure that their views are considered and acted upon appropriately.</li> <li>Support the identification of and disseminate the most effective teaching approaches for pupils with SEND.</li> <li>Advise and contribute to all aspects of SEND training to ensure the professional development of staff.</li> <li>Manage and support Teaching Assistants, Learning Support Assistants, Learning and Behaviour Mentors.</li> </ul>
<b>Generic duties and responsibilities</b>	<p>To work within the framework of national legislation and in accordance with the provisions of the School Teachers Pay and Conditions Document. In addition the post is subject to compliance with:</p> <ul style="list-style-type: none"> <li>School policies and guidelines on the curriculum and school organisation</li> <li>Academy policies</li> <li>Professional Standards</li> <li>The Conditions of Service for School Teachers in England and Wales and with locally agreed conditions of employment</li> <li>All teachers have a responsibility for providing and safeguarding the welfare of children and young persons s/he is responsible for or comes into contact with.</li> </ul> <p><b>The duties and responsibilities detailed within this job description should be supplemented by those accountabilities, roles and responsibilities common to all classroom teachers, as set out within the School Teachers Pay and Conditions Document.</b></p>

#### SENDCo Person Specification

*Candidates must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Disability Discrimination act 1995*

Attributes	Essential Requirements	Desirable Requirements
<b>Qualifications</b>	Qualified Teacher Status	Good Honours degree Other qualifications / CPD specific to primary school teaching. SENDCo award
<b>Written Application</b>	A well written, well-constructed and succinct application which expresses clarity of thinking with regard to the requirements of the post, personal career aspirations and an understanding of current educational issues	Electronically prepared and submitted
<b>Experience and skills</b>	<p>Excellent interpersonal, communication and organisational skills</p> <p>Success in teaching of children, with a clear understanding of the teaching provision required for pupils with a range of abilities and needs.</p> <p>Successful experience of working with children with special educational needs.</p> <p>Detailed understanding of SEND Code of practice</p> <p>Success in teaching primary aged pupils</p> <p>Clarity of thinking on what constitutes high quality learning, and effective curriculum provision for pupils.</p> <p>An appreciation of the need to plan the curriculum and to keep appropriate records.</p> <p>Thorough understanding of safeguarding children.</p> <p>Have a strong interest and ability in ICT and its opportunities for learning.</p> <p>Ability to lead and develop effective teams.</p>	<p>Additional skills, abilities and experiences that will enhance opportunities for children.</p> <p>Commitment to further professional development</p> <p>Knowledge of high incidence SEND and strategies for managing these.</p>
<b>School Ethos</b>	<p>An ability to be a personal role model of professionalism, upholding morale and having high expectations of self and others.</p> <p>An understanding of the need for equality of opportunity within a changing community</p> <p>A belief in child centred, holistic and life-</p>	

	<p>long learning.</p> <p>Be committed to inclusive practice that ensures all children have excellent learning experiences.</p> <p>Committed to high standards of academic achievement and behaviour.</p>	
Relationships	<p>Value diversity in all its aspects</p> <p>Ability to develop and maintain positive relationships with children and adults both inside and outside of school.</p> <p>Committed to high standards for educational provision that ensures all children experience intellectual, social and emotional growth and development</p>	Willingness to be fully involved the life of the school community.
Attitude and Temperament	<p>Have a positive attitude to all aspects of school life.</p> <p>Ability to be evaluative and accept advice.</p> <p>Be proactive in areas of responsibility and have an awareness of whole school issues.</p> <p>Be willing to take on any delegated tasks appropriate to the post.</p> <p>Have the temperament to remain calm at all times.</p> <p>Have the ability to demonstrate a fair, unbiased and equitable approach to all situations.</p> <p>Be willing to show a committed, professional and loyal attitude to the school, openly modelling its aims and values at all times.</p>	Personal commitment to a team spirit within the school.
Appearance and Health	<p>A proven record of good attendance.</p> <p>Smart appearance.</p>	