



## Position: Inclusion and Special Educational Needs and Disabilities Coordinator (SENDCo)

<i>Salary Grade:</i>	Main Pay Scale/Upper Pay Scale and Special Educational Needs (SEN) Allowance (TLR2a)
<i>Line Manager:</i>	Assistant Headteacher for Inclusion
<i>Responsible To:</i>	Headteacher and the Governing Body

*This job description may be amended at any appropriate time, following a period of consultation with the employee. It will be reviewed annually in conjunction with the appraisal process and planning for the next academic year.*

### Core Purpose of Post:

- To provide leadership and management for the following area(s)/subject(s):
  - Children with special educational needs and disabilities (as Special Educational Needs and/or Disabilities Coordinator)

### Duties and Responsibilities (SENDCo) – Specific:

#### *General*

The SENDCo will:

- 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
- 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
- Ensure the school's SEND provision is inclusive at all levels

#### *Knowledge and Understanding*

The SENDCo will:

- Have a sound knowledge of the SEND Code of Practice and ensure the school's SEND provision meets the requirements that it sets out
- Have a sound knowledge of how relevant legislation impacts on the provision of SEND in the school
- Support staff members to understand the needs of pupils with SEND and be available to advise on classroom practice
- Promote a safe and secure learning environment for pupils with SEND
- Identify staff training needs and ensure that they are met through organised CPD opportunities and training programmes
- Understand how the needs of pupils with SEND change and develop and be committed to a regular cycle of assess, plan, do, review when meeting these needs

#### *Teaching and Learning*

The SENDCo will:

- Understand the most effective and high-quality teaching approaches for pupils with SEND and ensure that they are implemented for individual pupils

- Effectively bridge barriers to learning through assessing pupils' needs, monitoring the quality of teaching and pupil attainment, setting targets and keeping accurate records
- Liaise with subject leaders to ensure an appropriate, broad, high-quality and cost-effective curriculum is delivered to pupils with SEND; integrate cross-curricular links, specifically literacy and numeracy, into programmes of work
- Monitor the progress of pupils with SEND against agreed targets in classroom progress and in EHC plans
- 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
- Take the appropriate action to improve the quality of teaching and learning, such as by conducting a training session
- Support individual pupils through assessment, tests and examinations periods
- Work with individual pupils on a one-to-one and small group basis to develop literacy, numeracy and social skills
- Liaise with other schools to ensure continuity of support and learning when pupils with SEND transfer to another school
- Ensure that school and Trust policies and procedures are adhered to throughout pupils' key stages of development in regards to SEND
- Identify pupils who may require extra help during assessment periods and help them to overcome barriers to learning
- Encourage and support pupils to work independently by implementing support that helps pupils with SEND to develop independent working skills
- Analyse performance data to ensure continuity and progression through the key stages
- Encourage pupils with SEND to engage in activities alongside their peers, actively taking the appropriate steps to make this possible, eg reasonable adjustments
- Understand the benefits that extended learning programmes have on enhancing the learning experience for pupils and implementing these throughout the school's SEND provision
- Talk to pupils with SEND and listen to their views to develop a more effective support system

#### *Leadership and Management*

The SENDCo will:

- Provide professional guidance to staff to secure good quality teaching for pupils with SEND
- Ensure staff recognise and fulfil their responsibilities to support pupils with SEND and provide support to staff where required to ensure that they fully understand their responsibilities
- Contribute to the professional development of staff, offer advice to, and seek CPD opportunities for, staff in relation to SEND; ensure the whole school community has an opportunity to learn about SEND
- Ensure that resources are effectively maintained and deployed in line with the school's objectives and SEND policy
- Contribute to curriculum planning to ensure that it reflects the needs of pupils with SEND
- Work with teachers to ensure supported lessons provide differentiated materials for all pupils
- Assist staff in the acquisition and preparation of resources to promote the inclusion of pupils in the classroom
- Work with key stage leaders to ensure that teaching assistants are deployed effectively, to cater for the needs of pupils with SEND
- Lead the design of the school's provision map and ensure that all members of staff are aware of how the map influences their provision
- Support the Headteacher to create an effective school improvement plan which makes appropriate consideration of pupils with SEND
- Ensure that EHC plans are live, regularly monitored and their impact assessed, making appropriate adjustments to any EHC plans that are not aiding pupils sufficiently
- Ensure that intervention programmes target the right pupils and that staff expertise is appropriately deployed in relation to this
- Ensure that resources are kept up to date and deployed appropriately

### *Communication*

The SENDCo will:

- Be the key point of contact with external agencies, particularly the Local Authority and its support services, and ensure that these links are actively promoted
- Liaise with early years providers, other schools, educational psychologists, health and social care professionals and other bodies with regards to SEND provision
- Liaise, collaborate and engage with parents/carers of pupils with SEND support plans
- Work with the Headteacher to ensure that the school meets its responsibilities under the Equality Act 2010 with regard to reasonable adjustments and access arrangements
- Where a LAC has SEND, ensure effective communication with the relevant designated teacher
- Ensure that external support offered to the school is coordinated and managed effectively
- Contribute to leadership meetings on the effectiveness of SEND provision and share information with the key stakeholders
- Ensure that pupils with SEND have a smooth transition from one school to another
- Ensure staff are aware of developments with regard to SEND provision and policy in their identified areas of responsibility

### *Recording and Assessment*

The SENDCo will:

- Ensure the school keeps an accurate record of all pupils with SEND and that this remains up to date
- Use tracking systems to understand pupil assessment data and use this data to inform practice
- Use tools to identify, assess and review provision for pupils with SEND
- Set challenging targets for raising achievement amongst pupils with SEND
- Meet with class teachers, parents/carers and teaching assistants to formulate plans to address any issues and needs as appropriate

## **Duties and Responsibilities – General:**

The SENDCo will:

- *Establish and maintain professional and effective working relationships with children, parents/carers, colleagues and visitors to the Academy*
- *Work effectively with colleagues as part of a team, taking individual and collective responsibility for reinforcing and promoting a working environment free from discrimination, victimisation, harassment and bullying*
- *Adhere to all Academy policies and procedures related to equality and ensure that all stake holders are treated fairly and equally*
- *Participate as required in meetings and training with colleagues in respect of duties and responsibilities of the post*
- *Be aware of the need to take responsibility for their own professional development and play a full and active part in the appraisal process*
- *Adhere to the Academy's policies and procedures, including those related to health and safety, finance and the General Data Protection Regulation*
- *Be pro-active and professional with regards to all matters related to child protection, adhering to all school policies and procedures (including those related to e-safety and anti-radicalisation)*
- *Maintain confidentiality at all times in respect of school related matters and prevent disclosure of confidential and sensitive information*
- *Undertake any other duties of a similar level and responsibility as may be required by the Headteacher and/or other senior leaders*