

## The Keys Academy Trust

### SENDCo

#### JOB DESCRIPTION

Salary: MPS + SEN Allowance

Reporting to: Headteacher

#### **Purpose of Role:**

- Lead the strategic development of the school's Special Educational Needs and Disabilities (SEND) policy and provision.
- Oversee the day-to-day operation of the SEND policy and coordinate specific provision to support individual pupils with SEND.
- Provide professional guidance to colleagues and work closely with staff, parents/carers and external agencies.
- Be accountable for outcomes for pupils with SEND.

#### **Duties and Responsibilities:**

- Maintain a strategic overview of SEND provision across the school; monitor and review its quality and effectiveness.
- Contribute to school self-evaluation, with a particular focus on SEND.
- Ensure the SEND policy is implemented effectively and that its objectives are embedded within the School Improvement Plan.
- Keep up to date with national and local initiatives and legislation affecting SEND policy and practice.
- Evaluate the effective use of SEND funding and propose improvements where appropriate

Operation of the SEND policy and co-ordination of provision

- Maintain an accurate SEND register and provision map.
- Provide expert guidance to colleagues on teaching pupils with SEND and support the implementation of the graduated approach to SEND support.
- Advise on effective use of the school's SEND budget and deployment of staff and other resources.
- Be familiar with the local authority's local offer and how it applies to the school's context.
- Liaise and collaborate with Early Years providers, other schools, educational psychologists, health and social care professionals and external agencies.
- Serve as a key point of contact for external agencies, including the local authority.



- Analyse assessment data to monitor progress and adapt provision for pupils with SEND.
- Lead, implement, and evaluate the effectiveness of intervention programmes.
- Attend INSETs, staff meetings, and participate in the TKAT SENDCo network.

### **Support for pupils with SEND**

- Identify pupils' SEND and coordinate provision that meets their needs.
- Monitor and review the effectiveness of interventions and provision.
- Secure access to appropriate external services and support for pupils.
- Maintain accurate and up-to-date records for pupils with SEND.
- Lead on the review of Education, Health and Care Plans (EHCPs) with pupils, parents/carers, and other professionals.
- Foster regular and effective communication with parents/carers.
- Ensure a smooth and supported transition for pupils moving between phases or to other schools, including sharing relevant information.
- Promote inclusion and access to the full curriculum, facilities, and extracurricular opportunities.
- Work closely with the Designated Teacher for Looked-After Children where SEND needs are present.
- Deliver 1:1 and small group interventions, as appropriate.
- Provide responsive pastoral support for pupils with anxiety or additional needs, particularly at transition points during the school day.

### **Leadership and management**

- Work in partnership with the Headteacher and Governing Body for each school to ensure compliance with the Equality Act 2010, including reasonable adjustments and access arrangements.
- Prepare and review statutory information required for publication by the governing board.
- Contribute to the school improvement plan and the development of whole-school policy.
- Identify training needs for staff and implement effective professional development.
- Lead staff training (INSETs), provide updates on SEND legislation/practice, and direct staff to relevant resources and research.
- Share key procedural information, including the SEND policy and related documentation.
- Champion an inclusive ethos and culture that reflects high aspirations and positive outcomes for pupils with SEND.



- Line manage Learning Support Assistants (LSAs) and the Pastoral Support Lead supporting pupils with SEND and additional needs.
- Lead performance management and appraisal processes for relevant staff, including the setting and reviewing of targets.

### **Impact on Wider School:**

- Promote and support the principle that all staff are leaders of learning.
- Maintain high expectations of all pupils and staff.
- Think strategically and creatively to solve problems and identify opportunities for improvement.
- Facilitate smooth transitions between year groups and key stages by coordinating handovers and sharing relevant documentation.
- Support the development of a highly effective team through robust communication systems, regular meetings, and consistency in teaching and learning.
- Represent the school at community events to strengthen partnerships and raise the school's profile locally.

### **Other areas of responsibility**

- Be part of the school's Senior Leadership Team, to ensure SEND sits at the heart of strategic decisions and to support the school's wider strategic vision.
- Be part of the school's DSL Team to safeguard and promote the welfare of children and young people in line with school policies and the staff code of conduct.
- Carry out any additional duties commensurate with the role, as directed by the Head of School.
- Remain flexible to the needs of the school and adapt to changes in educational practice and legislation.

