

JOB DESCRIPTION

Special Educational Needs and Disabilities Coordinator (SENDCO)

Reporting To:	Headteacher
Salary:	L5-9
Hours:	Full Time
Location:	School based
Liaison With:	Academy staff, pupils, parents, governors, local community, and external agencies
Job Purpose:	<p>To determine and implement the strategic development of special educational needs and disabilities (SEND) policy and provision across the school, ensuring all pupils with SEND receive appropriate support to meet their needs and potential.</p> <p>The SENDCO will provide professional guidance to colleagues, working closely with staff, parents, cyp and a range of external professionals.</p>

Main Duties and Responsibilities:

Day to Day

- Provide leadership of the SEND department including the SEND leadership team, the TA team and the internally resourced provisions (IRPs).
- Support all staff with potentially complex or detrimental situations as they arise
- Offer support, guidance and direction to the SEND office team
- Be aware of the well-being of the team and offer a solutions-focused approach when things are complex
- Oversee planning for bespoke interventions run in school, delegating as appropriate to the SEN specialist teacher and/or Room Leads
- Maintain oversight of the three IRPs
- Ensure timely communication, management of emails, weekly meetings and reviews

Strategic Direction and Policy

- Oversee the day-to-day operation of the school's SEND policy, ensuring it is current, implemented effectively, and reflects the objectives of the school improvement plan and is compliant with the SEND Code of Practice.
- Ensure the school meets its responsibilities under the **Equality Act 2010** and the **Children and Families Act 2014**, adhering to the **SEND Code of Practice 0-25 years**.
- Keep up-to-date with national and local initiatives and legislation, advising the Senior Leadership Team and governing body on policy and practice.
- Monitor, evaluate, and report on the effectiveness of SEND provision to SLT and governing bodies.

Coordination of Provision and Support

- Coordinate provision for children with SEND, ensuring early identification of needs and manage the implementation of the graduated approach in line with CBC', to ensure support is in place.
- Manage the process of Education, Health and Care (EHC) plans, ensuring that **Section F (Provision)** is implemented and reviewed.
- Maintain an accurate SEND register and an up-to-date provision map to monitor and review the quality and impact of support across the school.
- Lead the **APDR (Assess, Plan, Do, Review)** process for pupils on SEND support, working with staff to set targets and monitor progress.
- Ensure the school keeps comprehensive and up-to-date records of all pupils with SEND.

Leadership and Management

- Provide professional guidance to colleagues and support all staff in understanding the needs of pupils with SEND.
 - Identify training needs for staff and lead INSET to develop effective teaching approaches across the school which meet the needs of all pupils and develops high quality teaching practice for all staff.
 - Manage and lead the SEND team (teaching assistants and specialist teachers).
 - Lead the appraisal of specialist teachers.
 - Advise the Business manager/ Deputy Headteacher on the deployment of the delegated budget and other resources to meet pupils' needs effectively and ensure best use of funding.
-
- Liaise closely with the Deputy Headteacher as your line manager on most taxing issues, for support and guidance.

Collaboration and Liaison

- Liaise with parents and carers of pupils with SEND, ensuring their insights inform actions taken and maintain regular communication.
- Work with a range of professionals and external agencies, including educational psychologists, health and social care professionals, and the local authority, making necessary referrals for specialist support.
- Liaise with peers (SENDCos in other settings) during transition points (e.g., from primary school to the middle and upper schools to ensure a smooth transition and continuity of provision for the pupil.
- Work with LA SENDAT and SEND team to ensure best outcomes for pupils with SEND