



## Frieth CEC School - Job Description Class Teacher / SENDCo

### Job details

**Salary:** Bucks MPS – UPS (dependant on experience) with SEN allowance

**Contract type:** Full Time / Permanent (Part Time applications considered)

**Reporting to:** Headteacher

### Main purpose

The SENDCo will:

- Lead the school's vision and strategic direction for inclusion and SEND.
- Oversee provision for pupils with SEND, ensuring statutory compliance and high-quality practice.
- Champion the needs of vulnerable pupils, removing barriers to learning and wellbeing.
- Design, implement, and evaluate an impactful Pupil Premium strategy that improves outcomes.
- Work closely with staff, families, external agencies, and governors to ensure a cohesive, whole-school approach to SEND.
- Use data, evidence, and research-informed practice to drive improvement.
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The SENDCo will comply with the Teachers' Standards and model best practice for others.

They may also be required to undertake any other duties delegated by the headteacher.

### Qualities

- Uphold public trust and maintain high standards of ethics, behaviour and professional conduct
- Build positive and respectful relationships across the school community
- Set high expectations which inspire, motivate and challenge pupils
- Have excellent subject knowledge in all areas of the primary curriculum
- Manage behaviour effectively to ensure a good and safe learning environment
- Show a commitment to Frieth and serve in the best interests of the school's pupils

### Duties and responsibilities

#### School culture and behaviour

- Create a culture where pupils experience a positive and enriching school life
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy

#### Teaching, curriculum and assessment

- Ensure the teaching of a broad, structured and coherent curriculum
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum

#### Additional and special educational needs and disabilities

- Promote a culture and practices that enables all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEN and disabilities



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- Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- Make sure the school fulfils statutory duties regarding the [SEND Code of Practice](#).

### Staff management and professional development

- Performance manage Learning Support Assistants including carrying out appraisals
- Feedback SEND pupils' progress at SLT meetings
- Ensure staff have access to appropriate, high-standard professional development opportunities
- Keep up to date with developments in education
- Seek training and continuing professional development to meet their own needs

### Governance, accountability and working in partnership

- Work with the governing body as appropriate
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

### Other areas of responsibility – Inclusion Lead

#### Inclusion lead

- Take day-to-day responsibility for the operation of the SEND.
- Monitoring intervention ensuring this is in line with provision maps and EHCPs
- Be responsible for allocating and managing Pupil Premium budget
- Work closely with staff, parents and carers and other agencies

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the assistant headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.

This job description may be amended at any time in consultation with the postholder.

**Postholder's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_