

## **Job Description – SENDCO**

### **Job Purpose**

To lead the strategic development of the school's Special Educational Needs and Disability (SEND) provision and oversee the day-to-day operation of the SEND policy, with the aim of raising achievement for pupils with SEND.

This job description should be read alongside the general Excalibur Teacher Job Description.

### **Designation of Post and Line Management**

**Responsible to:** A member of the Senior Leadership Team (SLT)

### **Main Duties and Responsibilities**

#### **1. Monitoring and Provision**

- Monitor the provision for SEND pupils.
- Work with the SLT to review and lead SEND school improvement work.
- Put provision in place to ensure that progress of pupils with SEND improves relative to those without SEND.
- Ensure the school carries out its statutory responsibilities for all students with an Education Health Care Plan (EHCP).
- Support all staff in understanding the needs of SEND pupils.
- Support departmental development of SEND provision.
- Monitor progress towards targets for pupils with SEND.
- Analyse and interpret relevant school, local and national data.
- Liaise with staff, parents, external agencies and other schools to coordinate their contribution, provide maximum support and ensure continuity of provision.
- Complete referrals, as required, in liaison with teachers and teaching assistants.

#### **2. Teaching and Learning**

- Support the identification of, and disseminate, the most effective teaching approaches for individual pupils with SEND.
- Work with staff to develop effective ways of overcoming barriers to learning through:
  - assessment of needs

- monitoring of teaching quality and pupil achievement
- target setting
- ISPs/My Support Plans, Provision Maps, PSP, CAF
- maintaining accurate records
- Collect and interpret specialist assessment data to inform practice.
- Undertake day-to-day coordination of SEND pupils' provision through close liaison with staff, parents and external agencies.
- Work with principals, teachers, key stage coordinators and pastoral staff to ensure all pupils' learning is valued equally and that expectations remain high and realistic.

### **3. Leading and Managing**

- Provide professional guidance to staff to secure good teaching for SEND pupils through written guidance and meetings.
- Lead on the performance management process for SEND teachers and Teaching Assistants.
- Advise on and contribute to the professional development of staff, including whole school INSET.
- Provide regular information to the Principal, Trust Headteacher and governing body on the evaluation of SEND provision.

### **4. Effective Deployment of Staff and Resources**

- Advise the Principal and governing body on priorities for deployment of staff and use resources efficiently.
- Maintain and develop SEND resources, coordinate their deployment and monitor their effectiveness.
- Work with external agencies to maximise resources available.

### **5. Other Professional Requirements**

- Coordinate all Annual Reviews and reviews of Individual Education Plans/My Support Plans, PSPs and CAFs where appropriate, and attend or chair meetings when necessary.
- Maintain your own professional development, keeping up to date with national and local initiatives affecting SEND policy and practice.

- Ensure Year 5 Transition Annual Reviews for pupils with EHCPs support continuity and progression through a clear transition programme.
- Assist the Principal and governors with the strategic development of SENDCO policy and provision.
- Work with the Principal to write or revise documentation, ensuring published information on the website meets statutory requirements.
- Work with the Principal, Trust and Governors to ensure the school meets its responsibilities under the Equality Act 2010, including reasonable adjustments and access arrangements.

### **General Expectations**

The duties above are neither exclusive nor exhaustive, and the postholder may be required by the Principal to carry out appropriate duties within the context of the job, skills and grade.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and callers. The school will make reasonable adjustments to support disabled applicants or employees. Staff are expected to comply with any reasonable request from a manager to undertake work of a similar level not specified in this job description.

This job description is current at the date shown but may be amended following consultation to reflect changes appropriate to the role.

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

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