



## WESTCOUNTRY SCHOOLS TRUST

### JOB DESCRIPTION

<b>Job Title:</b>	SENDCo
<b>Location:</b>	Across the Trust (based at Ermington Primary School currently)
<b>Salary:</b>	MPS/UPS plus TLR2a pro rata
<b>Hours:</b>	0.1 FTE, 0.5 days per week
<b>Reports to:</b>	Headteacher
<b>Responsible for:</b>	The leadership of SEND provision in the school
<b>Key relationships:</b>	WeST Inclusion Team which consists of The Director of Education, Inclusion Lead Practitioner, Specialist Inclusion Teacher, Lead SENDCO - secondary, Lead SENDCo – Primary, including other Trust SENDCos and external SEND professionals

### Job Purpose

The SENDCo supports the effective operation of the trust and works to uphold and promote its vision and values.

The successful candidates will lead the strategic development of SEND provision, ensuring universal provision is embedded in all classrooms while maintaining the SEND register and overseeing targeted support. Responsibilities include liaising with colleagues to model best teaching practices, leading the identification and assessment of SEND pupils, monitoring teaching and learning to overcome barriers, and ensuring compliance with statutory obligations as per the Code of Practice.

Successful candidates will collaborate with families and external agencies, drive SEND self-evaluation in line with the School Development Plan, provide effective CPD, and manage resources efficiently. This role is an exciting chance to shape inclusive practice and drive meaningful outcomes for pupils across the trust.

The SENDCo will also fulfil the professional responsibilities of a teacher under the School Teachers' Pay and Conditions Document, including a contribution to teaching as appropriate, and will hold strategic accountability for EHCP processes, statutory SEND reporting, and the leadership of SEND staff.

## **Duties and Responsibilities**

- At all times demonstrate and uphold WeST's core values, ensuring that behaviour, actions and decisions align with the principles that guide our work.

### **Remit of Responsibility and Decision Making**

- The SENDCo has strategic and operational responsibility for all aspects of SEND provision across the school including maintaining an up-to-date SEND register, developing and implementing the school's Graduated Approach to Inclusion and promoting inclusion for all in the school community.
- Makes decisions on the deployment of resources, including staff and budget allocations, to support pupils with SEND.
- Leads on the development and implementation of SEND policies and practices in line with statutory requirements.
- Ensures compliance to the legal duties and statutory processes outlined in the SEND Code of Practice and Equality Act.

### **Responsibility for Equipment / Financials**

- Oversees the effective use of the SEND budget, ensuring value for money and impact on pupil outcomes.
- Advises on the procurement and deployment of specialist equipment and resources to support individual needs.

### **Communication of Sensitive or Complex Information**

- Regularly communicates with parents/carers, staff, and external agencies regarding sensitive pupil information, including diagnoses, assessments, and progress.
- Acts as the key liaison for external professionals and the local authority, ensuring accurate and timely information sharing.

### **Planning (Short and Long Term)**

- Develops and implements short-term intervention plans and long-term strategic plans for SEND provision based on data analysis.
- Contributes to the School Development Plan and Inclusion Action Plan, aligning SEND priorities with whole-school goals.

### **Remit of Impact**

- Impacts the whole school by embedding inclusive practices and improving outcomes for pupils with SEND through effective coaching and CPD delivery.
- Influences trust-wide practice through collaboration with the WeST Inclusion Team and sharing of best practices.

### **Safeguarding and Welfare Responsibilities**

- The postholder has a key role in safeguarding and promoting the welfare of children, particularly those with SEND or vulnerabilities.
- Regular contact with children and families, with a high degree of responsibility for ensuring their safety, inclusion, and well-being.

- Works closely with the Designated Safeguarding Lead and other safeguarding professionals to ensure all statutory duties are met.
- To act in accordance with, and actively promote, all Trust policies, including Safeguarding, Health and Safety and Equality & Diversity.
- To participate in Continuing Professional Development (CPD relevant to the role and to engage in Performance Development Reviews (PDRs).
- Preparing and contributing to Trust wide development by sharing best practice and delivering/receiving professional feedback.
- To retain confidentiality and maintain data and/or files in accordance with Trust policies for data governance, as appropriate for the role.

*This job description provides a general reflection of the main duties and responsibilities of the post at the date of production. You may be expected to take on other reasonable activities deemed to be within the character of the post to assist in efficient service delivery. The duties may change over time as requirements and circumstances evolve without changing the general character of the post or level of responsibility.*

**PERSON SPECIFICATION**

E = Essential, D = Desirable

<b>Method of Assessment</b> The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed.	Essential or Desirable	Application	Interview (or other selection activity)
<b>VALUES-LED CULTURE (The WeST Way) - It is important to us that your values align with ours:</b>			
<b>Collaboration:</b>			
We are "Stronger Together," sharing expertise across the trust to lift every school	E		X
<b>Aspiration:</b>			
We refuse to accept that geography or disadvantage dictates destiny	E		X
<b>Integrity:</b>			
We act ethically, transparently, and with financial propriety	E		X
<b>Compassion:</b>			
We recognise need and act with positive intention to support wellbeing	E		X
<b>Respect:</b>			
We value diversity, listen to our communities, and treat every individual with dignity	E		X
<b>QUALIFICATIONS:</b>			
Holds the National Award for SEN Co-ordination or NPQSENCo, or a willingness to complete	E	X	
Qualified Teacher Status	E	X	
Other relevant SEND qualifications	D	X	
<b>EXPERIENCE:</b>			
Experience of working as an effective SENDCo/Inclusion Lead in a primary setting	E	X	
Experience of teaching	E	X	
Proven track record of improving outcomes for pupils with SEND	E		X
Experience of training staff in SEND topics including whole school CPD and coaching teachers on effective practice	E		X
<b>KNOWLEDGE, SKILLS AND ABILITIES:</b>			
Sound knowledge of the SEND Code of Practice	E		X

Data analysis skills, and the ability to use data to inform provision planning	E		X
Effective communication and collaboration skills	E		X
Ability to prioritise and adhere to statutory deadlines	E		X
Commitment to maintaining confidentiality	E		X
<b>FURTHER REQUIREMENTS:</b>			
An infectious passion for inclusion	E		X