

Job Description

Job Title	SENDCO
School	St John Fisher Catholic High School
Reports to	Assistant Head Teacher (Pastoral)
Line Management of	Assistant SENDCO, SEND teaching assistants, ELSA, Admin assistant
Salary / Grade	Teaching Main Scale/Upper Pay Scale plus 2 SEN Points
Core Purpose	To manage the SENDCO provision for students identified as having Special Educational Needs or Disabilities (SEND) including the day to day operations.

Key Responsibilities

Leadership

- Have a strategic overview of provision for students with SEND across the school. Identify the strategic priorities for improving outcomes for learners with SEND across KS3 – KS5.
- Ensure that the SEND Policy and the principles outlined in the SEND Code of Practice 2015, are embedded throughout the school.
- Maintain an up to date knowledge of national and local SEND initiatives which may inform the school's policy and practice.
- Frequently monitor teaching and learning activities and provide appropriate advice, guidance and coaching to ensure that all teaching and support staff can fulfil their statutory duties for students with SEND.
- Identify and deliver opportunities for training and CPD that complements the whole school strategic vision.
- Provide guidance around the effective deployment of support staff.
- Evaluate whether funding is being used efficiently and propose changes to make funding more effective.
- Collaborate with other key leaders to ensure effective sharing of information and strategic thinking in meeting the needs of all learners i.e. SEND and PP, SEND and EAL etc.
- Ensure all statutory documents such as SEND policy, SEND information report and Accessibility Plan are up to date and accessible on the School website.
- Update Head Teacher and Governing Body on the effectiveness of provision for students with SEND.

Operational Responsibilities

Working closely with key staff in the department;

- Model outstanding SEND teaching.
- Maintain an accurate and up to date SEND register showing records of students with SEND (K and E) across KS3 and KS5.
- Work with other schools, educational psychologists, health and social care professionals and other external agencies.
- Analyse assessment data for students with SEN or a disability.
- Implement and lead intervention groups for students with SEN and evaluate their effectiveness.
- Coordinate provision that meets the student's needs and monitor its effectiveness.

- Review the education, health and care plan (EHCP) with parents or carers and the student.
- Ensure if the student transfers to another school all relevant information is conveyed to it and support a smooth transition for the student.
- Promote the student's inclusion in the school community and access to the curriculum, facilities and extra-curricular activities.
- Promote an ethos and culture that supports the school's SEN policy and promotes good outcomes for student SEN or a disability.
- Implement and embed clear processes in order to identify possible SEND as early as possible.
- Maintain a provision map and be able to identify impact across the range of interventions.
- Deploy and monitor the work of SEND Teaching Assistants, including annual appraisal
- Communicate regularly with parents/carers and young people regarding progress and decisions around provision.
- Work closely with external services to secure the best outcomes.
- Frequently monitor attendance, behaviour and progress data and use effectively to identify next steps.
- Use a range of assessment tools to ensure that special educational needs are identified accurately.
- Ensure that the school provides young people with the appropriate support, advice, and experiences to enable successful transitions to new settings or to secure the most appropriate next steps in education, employment and training.
- Support teachers to implement appropriate classroom strategies and ensure the effective use of Learning Pathways across the school.
- Attend local SEND events and identify appropriate training opportunities in response to the needs of the young people at St John Fisher School.
- Ensure clear and efficient medical process are embedded and in line with good practice guidance.
- Oversee clear processes for exam access arrangements.

General Responsibilities

- Comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Create and maintain positive and supportive relationships with staff, parents, business, community and other stakeholders.
- Be aware of the School's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.
- To engage with appropriate training opportunities to promote professional effectiveness in this role.
- Participate in the ongoing development, implementation and monitoring of the school's strategic development plan.
- To treat all information acquired through employment, both formally and informally, in strict confidence.
- To be aware of the school's responsibilities under the General Data Protection regulations (GDPR) for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.
- Be aware of and comply with policies and procedures relating to child protection, reporting all concerns to the Designated Safeguarding Lead.
- Be aware of and comply with the codes of conduct, regulations and policies of the school and its commitment to equal opportunities.
- Staff should uphold the school ethos, aims and contribute to the development and achievement of the school's strategic and development plans.

Person Specification

Attribute	Essential or Desirable	Assessment
Qualifications		
Qualified Teacher Status	E	A
National Award for SEND Coordination or a commitment to attain this within two years of taking up post	E	A
Qualification in Educational Assessment and Testing (or a willingness to work towards).	D (E)	A
Evidence of continued CPD linked to SEND	E	A / I
Knowledge and Understanding		
Firm working knowledge of the SEND Code of Practice.	E	A/I
An understanding of the needs of SEND Children	E	A/I
An understanding of current initiatives and effective evidence based intervention programmes, across all 4 areas of SEND	E	A/I/T
Knowledge of SEND local policy and practice and the range of external services.	E	A/I
Knowledge of efficient medical processes.	E	I/T
Knowledge of effective processes for exams access arrangements.	E	A/I
Skills and Abilities		
To be strategic in your thinking and be able to identify clear priorities and related actions in order to develop SEND practice.	E	A/I/T
To build good relationships with young people, parents, and key stakeholders.	E	I/T
To have a flexible approach and be able to prioritize workload effectively.	E	I/T
Proficiency in the use of ICT, assistive technology and software programmes to support accessibility of the curriculum.	E	A/I/T
Experience		
Consistent track record of raising achievement through outstanding classroom practice.	E	A/I/R
Experience of teaching young people with a range of complex needs.	E	A/I/R
Evidence of developing and enhancing the teaching practice of colleagues through coaching/ mentoring and delivering high quality CPD .	E	I/R
Experience in leading in SEND, including the early identification of student needs and monitoring student progress.	E	A/I
Experience of leading staff teams effectively.	E	A/I/R
Experience in leadership and effective deployment of support staff.	E	A/I

Personal Commitment		
Demonstrate and adhere to St John Fisher School's mission and values.	E	A/I
Commitment to equality and diversity in the workplace.	E	A
Adhere to GDPR guidelines and the school's internal procedures.	E	A
Adhere to the school's Safeguarding and Prevent policy and procedures.	E	A/I
Adhere to the school's Health and Safety policy and procedures.	E	A

Assessment methods

A – Application I – Interview T – Task/Activity L – Lesson Observation R – References