 **Parkside Middle School**

**Job Description**

**Designation:** Acting SENDCo

**Responsible to:** Senior Deputy Headteacher, Behaviour, Inclusion, Welfare

**Responsible for:** SEND Administrator

**Hours of Work:** Full Time

**PURPOSE OF JOB**

To take responsibility for the effective management and organisation of the SEND department.

**Key Responsibilities and Accountabilities:**

* Maintain an up-to-date knowledge and understanding of the professional duties of teachers and the statutory framework within which they work, and contribute to the development, implementation and evaluation of the policies and practice of their workplace, including those designed to promote equality of opportunity.
* Know the current legal requirements, national policies and local guidance on the safeguarding and promotion of the well-being of children and young people.
* Know how to identify potential child abuse and follow safeguarding procedures.
* Know how to identify and support children and young people whose progress, development or well-being is affected by changes or difficulties in their personal circumstances, and when to refer them to colleagues for special support.
* Evaluate their performance and be committed to improving their practice through appropriate professional development (i.e. training, mentoring etc.)
* Have a creative and constructively critical approach towards innovation; being prepared to adapt their practice where benefits and improvements are identified.
* Review the effectiveness of their teaching and its impact on learners’ progress, attainment and well-being refining their approaches where necessary.

**The post holder will:**

* Manage all aspects of inclusion and intervention for students with SEND in the school.
* Be responsible for the day-to-day implementation of the school’s SEND policy.
* Ensure that the school upholds its duties and complies with legislation according to the SEN Code of Practice.
* Co-ordinate, monitor and develop provision for students with SEND according to national and local guidelines, the SEND policy, handbook and school procedures.
* Maintain effective working practices with staff, parents, agencies and the governing body.
* Promote and provide equality of access and opportunity across the school
* Promote the inclusion and acceptance of all students within the classroom.
* Develop positive working relationships with SEND pupils, understanding their needs to enable the role to be undertaken successfully.
* Establish constructive relationships and communicate with other agencies/professionals, in liaison with the SENDCo, Senior Leadership team and wider staff, to support achievement and progress of students.
* Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.
* Assist in the development and implementation of individual Education Health Care Plans and student profiles.
* Work with the pastoral team to anticipate and manage behaviour constructively, promoting student independence and responsibility.
* Support students consistently while recognising and responding to their individual needs.
* Encourage students to interact and work co-operatively with others and engage all students in activities.
* Promote independence of students and employ strategies to recognise and reward their achievement in line with whole school policies.
* Be aware of and support differences and ensure all students have equal access to opportunities to learn and develop.
* Observe pupils and key groups and provide feedback for strategies to support them.
* Support teaching staff and Learning Support Assistants with personalised provision and differentiation for pupils with SEND.
* Provide specific learning programmes to support pupils with Educations Health Care Plans.