

JOB DESCRIPTION

Job Title: Lead SENDCo

Reporting to: Principal

Grade: L8-I2 with 5 periods of teaching

Employee Values

The post holder will be expected to operate in line with our employee values which are:

- Ambition without limit
- We break down barriers
- We turn our best into normal
- Every interaction counts
- We are a family

Overall purpose of the post:

- To undertake the role of [SENDCo](#) in their designated school;
- To provide support and oversight to other SENDCos within the school community;
- Provide regular information to the Community Executive Principal and school Principals on the evaluation of the effectiveness of provision for pupils with SEND, within their schools.

Main duties and responsibilities:

Working with the support and guidance of the Principal and within the vision and values of the Trust in order to:

- To undertake the all the respective duties of [SENDCo](#) in their designated school;
- Support school based SENDCos, to ensure that SEND practice across the community is of the highest quality;
- Identify any concerns within SEND provision within the school community and identify improvements that can be made;
- Build relationships with the relevant local authorities and partners to ensure strong working relationships for the benefit of all;
- Disseminate best practice across your community, through CPD, support and modelling for SEND and other colleagues;
- Network and share practice across the Trust with other Lead SENDCos;

- Liaise with the Trust Strategic Lead for Vulnerable Children and Inclusive Practice and SEND School Improvement Partners to request specialist support in schools as needs as identified.

Additional Responsibilities

- Carry out other tasks, commensurate with the seniority of the post, which will be allocated over the duration of the contract of employment.
- Participate fully in the Trust's briefing and INSET system and team, professional and personal development activities and promote a commitment to continuous development and improvement.
- Participate fully in the Trust's performance management process and work to achieve agreed set objectives.
- Undertake mandatory training on child safeguarding and data security, ensuring that you understand how to identify and report safeguarding concerns.

POLICIES AND EXPECTED STANDARDS

The post holder is required to familiarise themselves with all Trust policies and procedures and to comply with these at all times (the post holder will be expected to influence and develop the Trust policies as directed by the Chief Executive). The Code of Conduct for Employees in particular sets out what you as a post holder are required to follow at all times and you should study this carefully. Failure to comply with any of the Trust's policies may result in disciplinary action up to and including dismissal.

Outwood Grange Academies Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS and safeguarding training, as required under the latest version of Keeping Children Safe in Education. Staff have a duty to recognise and report any concerns they have about the safety or welfare of a child to the relevant and qualified individual within the organisation. The post holder will also be required to undertake Safer Recruitment Training.

All staff must have an understanding of their responsibilities in relation to being accountable for knowing who is in and has access to their area of work and the security of information. Staff must recognise the need to challenge appropriately and understand their duty of care relevant to their position within the organisation. Staff must be familiar with and understand the correct reporting process where there has been a potential breach.

Special Features

- The post will require travel between academies;
- The academies allocated to the postholder may vary under the direction of the Chief Executive.

Personal Contacts

External: Contractors, suppliers, parents, external agency professionals, government and local authority staff, other staff from academies and schools.

Internal: Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.