



## Job Description

### SENDCO

*The appointment is subject to the current conditions of employment for teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and other current legislation.*

*This job description may be amended at any time following discussion between the Headteacher and member of staff, and will be reviewed annually.*

**Grade: MPS/ UPS +TLR2**

**SENDCO (MPS/UPS + TLR2)** *This job description may be amended at any time following discussion between the Headteacher and member of staff, and will be reviewed annually.*

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**Line Manager To:** Child Support Assistants & Senior Playground Supervisor

**Line Manager:** Assistant Head (Safeguarding, children and families) and Head of School

#### **Job Purpose:**

The SENDCO will report to the Senior Leadership Team, contributing significantly to the strategic work of the school by raising awareness of SEND issues and ensuring that there is high quality provision and that parents have access to information which will support their child make progress. They will work closely with other members of the Inclusion Team; Autism Leader, Head of Early Years, Family Support Worker and Safeguarding Lead.

**In addition to the duties of a teacher, as set out in the schoolteachers' pay and conditions, the post holder will undertake the following responsibilities:**

- To be a highly credible professional role model for staff through their outstanding teaching, and ability to support, challenge and coach colleagues.
- To lead on the implementation of the SEND policy and procedures including any statutory assessment, and formulating the school's Local Offer ensuring this is communicated to the parents and keeping the website updated.
- To identify the needs of SEND children across Netley, in particular at entry points, make referrals, write EHC Plans and hold Structured Conversations. To lead on Annual Reviews and ensure all the accompanying paperwork is completed to a high standard and to statutory time frames. For children in EYFS and Woodlands, collaboration with the Autism Lead and Head of Early Years to identify SEND needs and complete referrals, paperwork and annual reviews.



- To lead on the provision map and ensure that the provision, planning and quality of teaching is differentiated to meet the needs of SEND pupils and lead on specialised intervention programmes
- To work closely with the Autism Lead and SLT to develop systems for monitoring and recording progress made by all pupils towards the achievements of targets set, including PIVATS and MAPP.
- To ensure that teachers and teaching staff have the reports, targets and multi-professional reports that they need in order to provide high quality teaching to the children in their class.
- To work closely with the Senior Leadership team to enable documentation for multi-agency meetings with professionals of external agencies is well prepared to ensure best possible outcomes for SEND pupils.
- To support the Senior Leadership Team to collate data, case studies and other relevant evidence for self- evaluation and Ofsted.
- To deliver staff training as directed by the Senior Leadership Team in SEND matters and contribute to the professional development programme for Child Support Assistants, in collaboration with all the stakeholders within Netley Campus.
- To provide regular information to the Senior Leadership Team on the evaluation of the effectiveness of the integrated provision for pupils to inform decision-making and policy review.
- To plan and allocate resources and track effectiveness once in place.
- To ensure that the school's policies on inclusion and equal opportunities are embedded in the curriculum and to keep abreast with the current thinking in research and disseminate good practice in SEND.
- To bridge the needs of SEND children in mainstream and the Centre for Autism to ensure an integrated approach to teaching and learning so that the needs of the SEND children are met.
- To lead multi-agency meetings and liaise with professionals of external agencies to ensure best possible outcomes for SEND pupils.
- To lead on pupil and parent surveys evaluating attitudes to school, learning and SEND.
- To work closely with the Senior Playground Supervisor on behaviour issues and provide relevant strategies for the staff.
- To keep abreast with the current thinking in research and pedagogy and disseminate good practice in SEND across the school.

This list is a summary of typical duties that you would be expected to fulfil in your role of SENDCO at Netley Primary School and Centre for Autism. This list is not exhaustive and we would expect reasonable flexibility to ensure that the needs of all the children are met in a timely manner.