



## **St Laurence School Job Description**

**Title of Post:** SENDCO (Special Educational Needs and Disabilities Coordinator)

**Grade:** TLR1c

### **Main Purpose:**

The SENDCO, with the support of the Headteacher and governing body, provides the vision, leadership and day-to-day operational management for SEND provision across the school made by the school, providing professional guidance in the area of SEND in order to secure high quality teaching and the effective use of resources to bring about improved standards of achievement of all children with SEND.

The SENDCO will also be expected to fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document.

### **Key Responsibilities:**

The key task of the SENDCO is to ensure that Special Educational Needs (SEND) provision is both efficiently and effectively managed. It is expected that all legal and statutory requirements are met for students with SEND via the SENDCO. The range of key responsibilities delegated to the SENDCO with regard to provision and co-ordination is outlined below:

- Provide strategic direction with regard to developing and evaluating the school's SEND provision
- Ensure the SEND policy is compliant and being effectively administered
- Maintain a thorough and up to date knowledge and understanding of the current SEND Code of Practice
- Maintain the SEND register, signposting support and reviewing its impact
- Co-ordinate provision for children with special educational needs
- Provide leadership for coordinating the intervention provision for learners with SEND
- Track progress of all SEND students and to measure impact of support provided
- Ensure the smooth transition of students with SEND at key points of transition, including primary to secondary transition and in year joiners; including responding to SEND consultations
- Monitor the regular review of Education Health Care Plans, make applications for statutory assessments and write and monitor My Support Plans for learners with SEND
- Produce and update written documentation as required e.g. SEND Report, Disability Access Plan and Team Development Plans and reviews
- Communicate effectively with parents and carers of children with SEND
- Ensure the effective deployment of TAs
- Liaise with external agencies, including the LA's support and educational psychology services, health and social services and voluntary bodies
- Liaise with the examinations team in issues relating to external examinations and ensuring exam access arrangements are in place
- Oversee the management of records of all children with SEND
- Manage the SEND budget to ensure effective curriculum access for SEND learners
- Analyse and interpret relevant national and school data to inform policies, practices and teaching methods
- Lead and contribute to the in-service training of staff on SEND issues
- Liaise with and advise colleagues on all aspects relating to SEND
- Provide regular information to the deputy headteacher and governing body on the evaluation of the effectiveness of provision for students with SEND, to inform decision-making and policy review

**Core Leadership Role:**

As a member of the core leadership team, the postholder will undertake shared, generic responsibilities including:

- A weekly lunchtime duty and being a visible presence around school
- Taking a leading role, when required, in dealing with issues arising for individual students or groups of students
- Taking a leading role, with SLT, in monitoring and developing the quality of teaching and learning across the school
- Playing a key role in school self-evaluation and development planning
- Attending strategic meetings of the Core Leadership Group with SLT (termly and as required)
- Attending Governors' committees as agreed and providing associated written reports
- Promoting the school's mission, values and ethos

**Working Relationships:**

The postholder is responsible to:

- The Deputy Headteacher
- The Head of Department in matters of class teaching

The postholder is responsible for:

- The day to day deployment of the SENCO Team
- The direction and impact of all staff allocated to work in the Additional Needs Team

The postholder will also work closely with other members of the SLT, the Core Leadership Group, the Heads of Department, the Pastoral team and the Behaviour team.

**Teaching Role:**

The postholder will have a significantly reduced teaching timetable, in line with our expectations for all school leaders, taking account of the particular demands of this role.

**Other Duties:**

The SENDCO will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the SENDCO will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by either the Headteacher or the Deputy Headteacher.