



Great and Little Shelford C E (A) Primary School,
Church Street, Great Shelford, Cambridge, CB22 5EL

Tel: 01223 843107
office@shelford.cambs.sch.uk
www.shelfordschool.org.uk

Headteacher: Mr. Chris Grey PGCE, MEd

Leader of Special Educational Needs and Disabilities (also known as SENDCo)

Job Description 2022

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

Responsible to: Headteacher

The professional duties of a class teacher at Great and Little Shelford CE (A) Primary School include:

SEND Leader Specific Roles:

- full liaison with the Headteacher over matters relating to SEND;
- writing and updating the school's strategic documentation for SEND;
- overseeing the day-to-day operation of the school's SEND policy;
- acting as the Designated Teacher for Looked after Children;
- co-ordinating provision for children with special educational needs including interventions and 1:1 Tuition;
- liaise with, support and advise teachers and teaching assistants;
- liaise with, support and advise parents;
- contributing to the in-service training of staff, including teaching assistant briefings and CPD;
- leading some teaching assistant appraisals;
- writing and reviewing target documentation for pupils with additional needs and reviewing these with class teachers on a termly basis;
- liaising with external agencies including the Specialist Teacher Team, Educational Psychology Services, Health and Social Services, and voluntary bodies;
- liaise with peripatetic professionals;
- maintain the school's SEND register (to include more able pupils) and oversee the records of all pupils with special educational needs;
- to assess children new to the school, and those for whom a teacher has expressed concern, to ascertain their needs;
- to observe SEND children in a classroom situation;
- to write letters to parents and outside agencies as necessary;
- to hold meetings with class teachers, parents and other professional as necessary and to attend INSET meetings at the start of each term and occasional staff meetings when relevant;
- to assess, gather evidence, co-ordinate and submit applications for EHC plans when appropriate;





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- make referrals to the Early Help Hub/ Specialist Teaching Service and medical services e.g. GP or CAMH or Community Paediatrician where appropriate;
- act as a member of the Safeguarding Team as a trained Designated Safeguarding Lead;
- act as a member of the Senior Leadership Team, with a whole-school vision, particularly representing and bring the voice of inclusion to the leadership of the school;
- act as a Mental Health Champion within the Mental Health Team;
- manage the SEND budget to maximise impact for SEND learners.

Inclusion and Well-Being

- promoting the self-esteem and well-being of individual pupils;
- completing records and reports on the personal and social needs of the pupils as required;
- protecting children by implementing our child protection procedures;
- safeguarding the health and safety of all children, both in school and when engaged in school activities elsewhere.

Behaviour and Discipline:

- leading and supporting pupil behaviour with other Senior Leaders, with a particular focus on support for pupils with additional needs;
- support staff in writing Behaviour Ladders, recording Anxiety Mapping and writing Risk Management Plans;
- embedding praise and positive reinforcement as the main behaviour management system;
- maintaining good order and discipline by implementing and championing the school's therapeutic Behaviour and Anti-bullying Policy;
- ensuring good practice with regard to punctuality, standard of work and homework.

Appraisal and Professional Development:

- participating in meetings which relate to the curriculum, administration, organisation and pastoral arrangements for the school;
- participating in arrangements made in accordance with education regulations for the appraisal of his or her performance and that of others;
- participating in further training and professional development;
- and any other reasonable request made by the Headteacher.

