

## OAKRIDGE SCHOOL - 'WORKING TOGETHER TO SUCCEED'

**Mr S Cook**  
Headteacher

**Ms S Ansari**  
Deputy Headteacher

[www.oakridgehighwycombe.co.uk](http://www.oakridgehighwycombe.co.uk)



**Oakridge School**  
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Telephone : 01494 520341  
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*Ofsted Rating: Good - March 2022*

### SENDCo JOB DESCRIPTION

#### **JOB PURPOSE:**

To provide professional leadership and management of SEND and ensure that the standards of provision and professional practice in the school promote the very best outcomes for SEND children.

#### **KEY ACCOUNTABILITIES**

##### **Teaching and learning**

- To ensure effective learning experiences for all vulnerable children in the school.
- Report to the Core Leadership Team the attainment and progress of SEND children.
- Develop, implement and update policies and practices which reflect the school's commitment to high achievement and effective teaching and learning.
- Promote a climate enabling staff to develop and maintain positive attitudes and confidence in their practice in accordance with the school learning culture and ethos.
- Working with the Core leadership Team to manage pupil behaviour taking into account the personal, social and emotional needs of children.
- Identify priorities for improvement to inform the School Improvement Plan.
- Report to Governors as required.
- Regularly monitor pupil learning to ensure that learning meets the needs of individuals and groups promoting progression, continuity and quality learning.
- Keep records of children's progress up to date and report achievement in line with school policy and statutory requirements.
- Regularly review and reflect on own work and that of teaching professionals to ensure best outcomes for children.
- Implement agreed school assessment, reporting, record keeping and tracking systems ensuring regular updating and analysis.
- Be an active, supportive and positive member of the whole school team
- Ensure parents are well informed and understand their child's needs, provision and progress.
- To model good teaching/intervention practice.



**Families First**  
Quality Award



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- To act as a Teaching and Learning mentor to another teacher when required.
- There is no teaching commitment in this role. However, you may be asked to cover in extreme emergency situations.

### **Leading and Managing**

- To lead, manage and work collaboratively with the children, other adults and colleagues.
- To act as the champion for SEND pupils.
- Keep up to date with personal CPD and be 'outward looking' to ensure SEND children get the most effective provision.
- To provide all those with involvement in the assessment of pupils' work the support, challenge, information and development necessary to sustain motivation and secure improvement in teaching and learning.
- Develop teacher skills by assisting with planning, monitoring and moderation of work for vulnerable children.
- Keep the SEND register up-to-date
- To maintain effective communication with all stakeholders, the local authority and external agencies.
- To provide necessary support in safeguarding meetings involving SEND children.
- Support LSAs to develop confident subject knowledge and effective teaching skills when delivering and tracking intervention work.
- Lead recruitment of and professional development of 1:1 Key Workers.
- Design and lead CPD on areas of responsibility when required.
- Promote early identification and consistent high quality provision across the school.
- Plan cooperatively with teachers, sharing information, ideas and expertise.
- Establish good relationships with parents to promote pupils learning and development and involve parents in the life of the school.
- Lead parent meetings for pupils with SEND and those facing other barriers to learning to enable parents to support their child's learning at home.
- Consult and plan with external agencies, as appropriate.
- Support supply/PPA cover teachers as necessary, to promote continuity and progression.
- Ensure that all information and publicity relevant to vulnerable pupils is regularly updated on the school website, and advertised to parents as appropriate.
- Work with the Core Leadership Team to plan the overall deployment of Learning Support Assistants throughout the school.

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- Undertake SEND self evaluation, contributing to the school SEF and improvement plan and planning for continuous improvement in inclusion practice

### **Efficient and effective deployment of resources**

- Organise and maintain a stimulating, happy, healthy and safe working environment appropriate for the range of activities taking place.
- Teach pupils how to take responsibility for resources and care for the environment.
- Ensure that resources are well organised and readily available to promote learning.
- Regularly review classroom organisation in light of school policies.
- Assess resource needs in consultation with colleagues.
- To ensure appropriate resources are used efficiently, effectively and safely in all learning situations.
- To manage the SEN budget effectively

### **Inclusion**

- Demonstrate a commitment to transform the life chances of all children at the school.
- To promote inclusivity among the children.

### **Other Specific Duties**

- To play a full part in the life of the school to support its vision, values and ethos
- To support the school in meeting its legal and statutory requirements
- To work within and actively promote the school's policies
- To cover break and lunch duties / take assemblies when required.
- Comply with any reasonable request to undertake work that is not specified in the job description.

### **Safeguarding**

- Act as an Additional Designated Safeguarding Lead and attend safeguarding meetings as required.
- To contribute to a positive and robust safeguarding culture.
- To ensure safeguarding is a priority in the school.

### **Health and Safety**

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- Take reasonable care of their own health and safety and that of co-workers who may be affected by their actions.
- Cooperate with your employer in complying with health and safety duties.
- Not recklessly interfere with or misuse anything provided for health and safety purposes.
- Undergo first aid training when necessary.

### **Professional Conduct**

- Ensure the highest standard of confidentiality and professional conduct at all times, and in particular with other members of staff.
- Ensure the development and maintenance of a collaborative culture which demonstrates loyalty and integrity.
- To ensure that the school's dress code is adhered to.
- To maintain professional behaviour outside school and within the community.
- To maintain high standards with regards to timekeeping.
- To communicate professionally and with respect to all colleagues, adhering to the Oakridge Communication Charter.
- To act in accordance with the staff code of conduct and teaching standards at all times.

**JOB CONTEXT:** This job profile recognises the requirements of the current Pay and Conditions Document, DFE conditions of employment and reflects the vision, aims, School Strategic Plan and policies of this school.