

SENDCo 0.4 – Job Description

The Role: The Special Educational Needs Co-ordinator (SENDCo) is responsible for the implementation of the SEND policy and Code of Practice across the whole school.

Key Strategic Responsibilities:

- Provide strategic leadership of the provision for students with SEND across the school in order to ensure that these students make excellent progress
- To lead, monitor and evaluate the development of learning and teaching strategies for students with SEND
- To lead on raising standards of student attainment and achievement for SEND students in all year groups and ability profiles
- To develop the school's SEND policy to best meet the needs of our school and pupils as well as meeting statutory requirements
- Lead on the development and implementation of inclusive practice throughout the school and liaise with teachers across the school, including delivering appropriate training when necessary

Key Management Responsibilities:

- Oversee the implementation of the school's SEND policy
- Work with the Headteacher, Deputy Headteacher and Governing Body to ensure that the school meets its responsibilities under the Equality Act 2010 with regard to reasonable adjustments and access arrangements
- Liaise with early years providers, other schools, educational psychologists, health and social care professionals, and independent or voluntary bodies
- Act as a key point of contact for external agencies, especially the local authority and its support services
- To manage the deployment of the school's delegated budget and other resources to meet pupils' needs effectively
- To work with the SLT to manage and effectively deploy staff and resources within the SEND provision
- To ensure that staff are provided with relevant information and training relating to the support of these students
- To maintain appropriate relationships with parents of students with SEND and with relevant external organisations
- To ensure that all paperwork relating to SEND is kept up to date and compliant with national requirements – including that on the school website.
- To organise and evaluate the tracking of student progress and use information to inform learning and teaching
- To lead staff CPD on SEND throughout the school
- To provide or contribute oral or written assessments, reports and references as required for individual students
- Lead and manage the transition of SEND students from Years 6 to 7
- To contribute to SLT meetings and to lead strategic development of SEND provision across the school
- Advise on a graduated approach to providing SEN support

Accountability:

- Update professional knowledge and expertise as appropriate to keep up to date with SENDCo job description
- Ensure that there is a strategic overview of provision for students with SEND across the school which maximises their potential
- To monitor and evaluate the quality of teaching in interventions of students with SEND
- To monitor the effectiveness of intervention for students with SEND by outcome
- Ensure that the senior leadership team and governing body are informed about current good practice and legislation relating to SEND and inclusion and that policies and practices relating to SEND are up to date
- Liaise effectively with staff across the school, including pastoral, attendance and behaviour support teams, to ensure high quality provision for students with SEND
- Maintain an accurate SEND register and provision map to ensure that provision meets the needs of students and statutory provision at all times, including overseeing the identification and review of students with SEND
- Ensure that Education and Health Care Plans (EHCPs) and other relevant documentation relating to students with SEND are regularly reviewed with students, parents and other agencies and recommendations made are implemented
- Monitor, analyse and report on assessment information and examination results for students with SEND to ensure that they make excellent progress
- Prepare for statutory assessments and ensure that all appropriate students have an annual review
- Lead and manage interventions related to SEND children

Pastoral Care:

- To communicate and consult with parents of pupils and with other appropriate persons and bodies outside the school, as appropriate.
- To arrange and where possible participate in meetings arranged for any of the purposes described, within the school's directed time schedule.
- To promote the general progress and well-being of individual SEND students
- To identify and celebrate SEND student attainment and achievement in all aspects of school life
- To attend parent/carer evenings, information evenings and other events which the parents / carers of SEND students are attending