

Primary School Assistant Head & Special Educational Needs Co-ordinator (SENDCo) Job Description

Purpose of the job

The SENDCo, under the direction of the Primary Head and working alongside the Director of Inclusion will:

- Help to determine the strategic development of SEN policy and provision in the school.
- Be responsible for day to day operation of the SEN policy and co-ordination of specific provision to support individual students with SEN.
- Provide professional guidance to colleagues, working closely with staff, parents and other agencies.
- To have responsibility for the statutory arrangements linked to Primary students with SEND.
- Line manage the support staff team to provide the best possible outcomes for those students with SEN.
- Work closely with the pastoral team.
- Work alongside the Primary Head, as part of the SLT at Gildredge House.
- To work with the HR Manager and Primary Head to ensure high quality appointments are made within the Primary team and to fulfil our safer recruitment policy.
- Deputise for the Primary Head, when needed.
- Provide some cover for classes, where needed.

Main duties and responsibilities

Strategic development of SEND policy and provision

- Have a strategic overview of provision for students with SEND across the Primary phase, monitoring and reviewing the quality of provision.
- Contribute to the school self-evaluation, particularly with respect to provision for students with SEND.
- Ensure the SEND policy is put into practice and that the objectives of the policy are reflected in the school improvement plan.
- Maintain an up-to-date knowledge of national and local initiatives which may affect the school's policy and practice.
- Evaluate whether funding is being used effectively and propose changes to make use of funding more effectively, when needed.
- Work strategically as part of the SLT in the development of provision for students with SEND.

Operation of the SEND policy and co-ordination of provision

- Provide guidance to colleagues on teaching students with SEND and advise on the graduated approach to SEN support.
- Advise on the use of the school's budget and other resources to meet students' needs effectively, including staff deployment.
- Be aware of the provision in the local offer.
- Work with early years providers, other schools, educational psychologists, health and social care professions and other external agencies.
- Be a key point of contact for external agencies, especially the local authority.

- Analyse assessment data for students with SEND.

Support for students with SEND

- Help to identify a student's SEND.
- Co-ordinate provision that meets the student's needs and monitor its effectiveness.
- Secure relevant services for the student.
- Ensure records are maintained and kept up to date.
- Review the education, health and care plan with parents or carers and the student.
- Communicate regularly with parents or carers, especially at times of transition.
- Ensure that if the student transfers to another school, all relevant information is conveyed to it, and support a smooth transition for the student.
- Promote the student's inclusion in the school community and access to the curriculum, facilities and extra-curricular activities.

Leadership and management

- Work with the Primary Head, SLT and governors to ensure the school meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements.
- Prepare and review information the governing board is required to publish.
- Contribute to the school's SEF, improvement plan, and whole school policy.
- Identify training needs for staff and how to meet these needs.
- Lead INSET for staff.
- Share procedural information, such as the school's SEND policy.
- Promote an ethos and culture that supports the school's SEND policy and promotes good outcomes for students with SEND.
- Lead and manage the support assistants.
- Lead staff appraisals and produce appraisal reports, alongside the SLT.
- Act as the ECT Tutor for the Primary phase.
- Review staff performance on an on-going basis.
- Be a part of the observation and monitoring cycle across the school, with the SLT.

Other areas of responsibility

The Primary School Assistant Head and 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.

As a member of the Primary team, this role is responsible to the Head of the Primary School. Job descriptions may be updated from time to time to accommodate the changing needs of the school. The post-holder may be required to undertake other duties as reasonably be required by the Head of the Primary School.