

**JOB DESCRIPTION**

**Post: Primary SENDCo**

**Responsible to: Head Teacher**

**Main Functions**

* Act on the Code of Practice for Special Educational Needs & Disabilities (SEND) and ensureall staff are aware of the implications for them.
* Lead high quality SEND provision to ensure excellent outcomes for pupils with SEND.
* Be responsible for the implementation and operation of the SEND Policy.
* Be accountable for the experiences and progress of pupils with SEND.
* Play an important role in leading whole school systems for safeguarding children and act as an active member of our Level 3 safeguarding team.
* Member of Senior Leadership Team.

**Duties**

The duties outlined in this job description are in addition to those covered by the latest School Teachers’ Pay and Conditions Document. It may be modified by the Head Teacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

**Work strategically with senior colleagues and governors to:**

* Advise on and influence the strategic development of a person-centred and inclusive ethos, policies, priorities and practices;
* Promote a whole school culture of high expectations and best practice in teaching and learning to improve outcomes for children and young people with SEND;
* Ensure that the school’s SEND policy is embedded within the school’s performance management, self-evaluation and improvement planning;
* Establish systems to collect, analyse and interpret both external and internal data to inform policy and practice, raise expectations and set challenging targets for children and young people with SEND;
* Commission, secure and deploy appropriate resources to reinforce the teaching of children and young people with SEND, and
* Evaluate and report upon their impact on progress, outcomes and cost effectiveness.

**Lead, develop and, where necessary, challenge senior leaders, colleagues and governors to:**

* Understand and meet their statutory responsibilities towards children and young people with SEND;
* Promote improvement in teaching and learning to identify, assess and meet the needs of children and young people with SEND, using a personalised approach;
* Model effective practice, coach and mentor colleagues;
* Lead the professional development of staff so that all staff improve their practice and take responsibility for removing barriers to participation and learning;
* Lead and manage the work of our Inclusion Team and Family Support Worker.
* Lead, manage and liaise with the SEND administrative assistant to secure efficiency and high standards of communication with families and outside agencies.
* Alongside senior leaders to ensure the most efficient use of resources to improve progress of children and young people with SEND.

**Critically evaluate evidence about learning, teaching and assessment in relation to pupils with SEN to inform practice and enable senior leaders and teachers to:**

* Select, use and adapt approaches, strategies and resources for assessment to personalise provision for children and young people with SEND;
* Draw upon relevant research and inspection evidence about teaching and learning in relation to pupils with SEND to improve practice;
* Undertake small-scale practitioner enquiry to identify, develop and rigorously evaluate effective practice in teaching pupils with SEND.

**Draw on external sources of support and expertise to:**

* Engage with the Local Offer to develop effective working partnerships with professionals in other services and agencies, including voluntary organisations, to support a coherent, coordinated and effective approach to supporting children and young people with SEND;
* Promote, facilitate and support effective multi-agency working for all children and young people with SEN, through e.g. person-centred planning, ‘team around a child or family’, the Devon Assessment Framework and the Education, Health and Care Plan;
* Interpret specialist information from other professionals and agencies and demonstrate how it has been used to improve teaching and learning and outcomes for children and young people with SEND;
* Ensure continuity of support and progression at key transition points for children and young people with SEND.

**Develop, implement, monitor and evaluate systems to:**

* Identify pupils who may have SEND;
* Inform all staff about the learning needs, emotional, social and mental health needs and achievement of children and young people with SEND;
* Set challenging targets for children and young people with SEND;
* Plan and intervene to meet the needs of children and young people with SEND;
* Record and review the progress of children and young people with SEND;
* Make effective use of data to evaluate and report upon the effectiveness of provision and its impact on progress and outcomes for pupils with SEND;
* Ensure appropriate arrangements are put in place for children participating in statutory national assessments.

**Standards and quality assurance**

* Drive all the aims and ethos of the school with particular reference to inclusion for all.
* Set a good example in terms of dress, punctuality and attendance.
* Attend and participate in parents’ evenings.
* Uphold the school’s behaviour code.
* Participate and lead staff training.
* Attend leadership, team and staff meetings.

Signature of Postholder \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Head Teacher \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_