



Sir William Romney's School

JOB DESCRIPTION

SENDCo

Job Title: SENDCo

Responsible to: Deputy Headteacher

Responsible for: SEN Administration Manager
Teaching Assistants within Support for Learning

Teaching target: 10 teaching periods out of 50 per fortnight

Job Purpose

To ensure that the provision for all students with SEND is appropriate to their needs and establish a culture that promotes aspiration, inclusion and high expectations of staff and students.

General Responsibilities

- Support the school's ethos, values and curriculum intent.
- Demonstrate a commitment to safeguarding children as a priority.
- Be aware and comply with relevant policies and procedures, including (but not exhaustive) those relating to:
 - a. Child Protection
 - b. Health and Safety
 - c. Code of Conduct
 - d. Whistleblowing
 - e. Confidentiality and Data Protection
- Be aware of and support difference and ensure equal opportunities for all.
- Commitment to develop own professional skills.
- Work collaboratively as part of an immediate and wider team to aid effective working practices and a good quality education for all students.
- Undertake any other duties which may be reasonably be regarded as within the nature of duties and responsibilities/grade of the defined post.

Specific Responsibilities

Strategic Direction of SEND Provision

- To contribute to the implementation, evaluation and success of the school vision and core values.
- To monitor the quality of SEND support by establishing effective systems to identify and meet the needs of pupils, whilst ensuring that systems are coordinated, evaluated and regularly reviewed.
- To ensure effective systems of communication are in place including feedback about students' learning to inform future planning.
- To devise and implement a SEND improvement plan in the line with the school improvement plan.

- To keep up-to-date knowledge of SEND initiatives which may affect policy and practice and adhere to the SEND Code of Practice 2014.
- To coordinate the provision map for all vulnerable students, including the provision for those with medical conditions.

Leading, Developing and Enhancing the Practice of Others

- To identify and adopt the most effective teaching approaches for students with SEND and share with colleagues.
- To monitor teaching and learning activities to ensure they meet the needs of students with SEND.
- To liaise with other schools and agencies to ensure continuity of support and learning when transferring students with SEND (i.e. transition from KS2 to KS3 and post-16 pathways).
- To lead staff training regularly and where appropriate.
- To track and monitor the progress and achievement of SEND students and intervene where appropriate.
- To work alongside Leaders of Learning to ensure that targeted groups of students receive necessary interventions and are making good progress.
- To work alongside the School Welfare Officers to promote the attendance of SEND students.
- To work alongside Inclusion Support Workers, and other members of the pastoral team, to monitor the behaviour of SEND students.

Recording and Assessment

- To work with colleagues to set challenging targets for raising achievement among students with SEND.
- To ensure robust tracking systems are in place to collect and analyse specific student level assessment data and identify effective teaching and intervention strategies at a student level.
- To set up systems for screening students at 'point of entry' identifying, assessing and reviewing the provision for SEND students once identified.
- To attend IEP review meetings and parents' evenings in order to keep parents informed about their child's progress.
- To complete statutory assessment applications, Annual Reviews and EHCPs.
- To coordinate assessment of My Plans.

Leadership and Management

- To attend and contribute to Senior Leadership Team meetings.
- To lead the Support for Learning team and be instrumental for continual development, including through department meetings.
- To promote a culture of continuing professional development and share good practice with colleagues.
- To lead the Performance Management of teaching assistants.
- To ensure the SEND register is up to date and all stakeholders are fully informed about support programmes in place/planned for the future.
- To ensure all IEPs are regularly monitored, are live documents and their impact assessed and progress can be evidenced.
- To encourage all members of staff to recognise and fulfil their statutory responsibilities to students with SEND and understand the importance of Quality First Teaching and the progress students with SEND make in their classes.
- To provide training opportunities for teaching assistants, teachers, parents and other stakeholders about SEND.
- To represent Support for Learning at marketing and liaison events such as Open Evening and Options Evening.

- To attend multi-agency and review meetings for designated students.
- To update the Headteacher and governors on the effectiveness of provision for students with SEND.
- To take the lead in liaising, coordinating and managing all external support offered to the school for students with SEND.
- To deploy staff appropriately in relation to the support of SEND.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. If a teacher is teaching in more than one curriculum area the above applies to each area of teaching responsibility.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This post is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation.

This job description is not your contract of employment nor any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.

March 2020