

## **Stockham Primary School**

### **Job Description - Special Educational Needs Co-ordinator (SENDCO)**

**Job Purpose:** Strategic development of the school's Special Educational Needs (SEN) provision and oversight of the day-to-day operation of that policy with the aim of raising SEN pupil achievement.

#### **Areas of responsibility and key tasks:**

- Put provision in place to ensure that progress of pupils with SEN improves relative to those without SEN.
- Ensure that the school carries out its statutory responsibilities regarding all students with a Statement of Special Educational Needs.
- Lead a developing team of assistant to put provision in place to ensure the progress of pupils with SEN improves relative to those without SEN
- Ensure that the school carries out its statutory responsibilities regarding all students with an EHC plan
- Support all staff in understanding the needs of SEN pupils.
- Support departmental developments of SEN provision.
- Monitor progress towards targets for pupils with SEN.
- Analyse and interpret relevant school, local and national data.
- Liaise with staff, parents, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of provision.

#### **Teaching and Learning**

- Support the identification of and disseminate the most effective teaching approaches for individual pupils with SEN.
- Work with staff to develop effective ways of bridging barriers to learning through:
  - assessment of needs
  - monitoring of teaching quality and pupil achievement
  - target setting - IEPs, or Provision Maps, PSP, CAF, TAF
  - keeping accurate records.
- Collect and interpret specialist assessment data to inform practice.
- Undertake day-to-day co-ordination of SEN pupils' provisions through close liaison with staff, parents and external agencies.
- Work with head teachers, teachers, key stage co-ordinators and pastoral staff to ensure all pupils learning is of equal importance and that there are high and realistic expectations of pupils.

#### **Leading and managing**

- Provide professional guidance to staff to secure good teaching for SEN pupils, through both written guidance and meetings;
- Lead on the performance management process for SEN teachers and Support Assistants;

- Advise on and contribute to the professional development of staff, including whole school INSET provision;
- provide regular information to the head teacher and governing body on the evaluation of SEN provision.

### **Effective deployment of staff and resources**

- Advise the head teacher and governing body of priorities for deployment of staff, and utilise resources with maximum efficiency;
- maintain and develop resources, co-ordinate their deployment and monitor their effectiveness in meeting the objectives of school and SEN policies;
- work with external agencies to maximise resources made available.

### **Other professional requirements**

- Co-ordinate all Annual Reviews and reviews of Individual Education Plans and/or PSPs and TAFs/CAFs where appropriate and attend / chair when necessary.
- Attend Year 6 Annual Reviews for primary pupils with statements to help facilitate continuity and progression through the development of a transition programme.
- Liaise with Year 5 pupils requiring advice about provision. (Secondary School SENDCO).
- Exercise a key role in assisting the headteacher and governors with the strategic development of SEN policy / provision.

### **Commitment to safeguarding**

Stockham Primary School is committed to safeguarding and safer recruitment practice Enhanced DBS clearance will be applied for and required for this position as well as Right to Work in UK evidence and a Fit to Work certificate. The school follow the safer recruitment guidance and references will be requested prior to interview. The school is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

### **Commitment to Equal Opportunities**

Stockham Primary School recognises the benefit of having a diverse workforce. Stockham Primary School values the contributions from all staff from a wide range of different backgrounds and actively seeks to promote an environment that is free from discrimination and harassment and at the same time supports fair promotion and cultural acceptance. Under the provision of the Equality Act 2010 Stockham Primary School welcomes applications from everyone and operates a recruitment process which is fair and does not discriminate against or disadvantage anyone because of their age, disability, gender reassignment status, marriage or civil partnership status, pregnancy or maternity, race or nationality, religion or belief, sex, or sexual orientation.

This role is UK- based and your right to work will need to be established as part of the appointment process.