



Kite Academy Trust

## SENDCO

### Job Description

Salary: MPS 3 - UPS

Reporting to: Academy Head Teacher

#### Main purpose of the role

- To lead and manage the provision for pupils identified as having Special Educational Needs and Disability (SEND), including promoting high quality teaching, effective use of resources, and high standards of learning and achievement for all pupils.
- To assist the Academy Head in the organisation, management and development of the academy specifically in relation to SEND.
- To fulfil the key responsibilities of the SENDCO outlined in the SEND Code of Practice.
- To ensure that appropriate SEND induction and ongoing professional development is in place for staff.
- To work as part of the Senior Leadership Team to ensuring effective provision for all pupils with additional needs.
- To work in collaboration with Trust Leaders to promote the Trust's vision and values for pupils with SEND.
- To carry out teaching duties as required (through discussion with the Academy Head)
- To carry out the duties of this post in line with the remit outlined in the *School Teachers' Pay and Conditions Document*

#### Key Accountabilities

##### Shaping the future of The Kite Academy Trust

Working with the Academy Head, the SENDCO will

- Support the strategic vision for SEND within the Kite Academy Trust and support this Trust-wide;
- Support the strategic development and growth of SEND provision within Trust;
- Support the effective deployment of staffing to support SEND needs within the academy and across the Kite Academy Trust;
- Motivate others to create a shared learning culture and positive climate;
- Support the development of an organisation in which staff recognise that they are accountable for the success of all children;
- Demonstrate and model the Trust's vision and values in everyday work and practices;
- Promote and maintain a culture of high expectations for self and others.

##### Leading teaching and learning

- Focus on improving the quality of education for all children, particularly those with SEND;
- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the academy community;
- Support academy leaders to ensure a knowledge rich, progressively mapped curriculum is embedded and meets the needs of the children with SEND within the academy;
- Monitoring, data and benchmarking are used to secure continuous improvement focused on achievement and progress based on their starting points for children with SEND;
- Support staff in the identification of children with additional needs;

- Support staff to implement appropriate strategies to meet children's SEND needs;
- Ensure the academy have a robust graduated response to meet the needs of children with SEND, including timely referrals to external agencies and securing appropriate funding for individual children (i.e. for EHC Needs Assessment applications);
- Ensure the provision of appropriate SEND intervention and assess its impact;
- Support the academy with the academy improvement plan in relation to SEND;
- Ensure the academy establishes evidence informed approaches to teaching and learning;
- Set high expectations;
- Monitor, evaluate and review academy SEND practices and promote strategies to continuously develop the quality of education;
- Maintain up-to-date knowledge of the local and national SEND agenda;
- Identify the strengths in staff and the academy related to SEND that could be employed to enhance the quality of education across the Trust;
- Identify the SEND PD needs of staff within the academy and design PD to fulfil this.

### **Leading and developing staff**

- Build and develop a professional learning community, providing opportunities for everyone to achieve their full potential;
- Promote and maintain a culture of high expectations for self and others.

### **Managing the academy**

- Lead the day-to-day running of SEND provision within the academy;
- Develop evidence-based SEND improvement plans and policies for the academy in line with the Trust's mission, vision and values;
- Contribute to regular reviews of the academy's SEND systems to ensure statutory requirements are being met;
- Support the staff and academy council in fulfilling their responsibilities with regard to SEND;
- Comply with the financial, health and safety, HR and other processes and procedures of the Trust;
- Implement successful performance management processes with all staff in the academy;
- Manage and organise the academy's environment efficiently and effectively to ensure that it meets the needs of the curriculum, health and safety regulations and reflects the academy's fully inclusive ethos;
- Ensure that safeguarding and the welfare of children is paramount in the academy.

### **Leading and managing Trust resources**

- Have responsibility for the academy's SEND Information Report and SEND Policy; its development, maintenance and evaluation;
- Support the development of SEND evidence-based improvement plans and policies for the Trust;
- Ensure Trust SEND policies, strategies and improvement plans are implemented across the academy;
- Support the efficient and effective management of SEND resources, with possibilities of sharing resources across the Trust, in order to secure the best value and positive outcomes.

### **Strengthen the Trust community**

Work as part of The Kite Leadership Team to:

- Ensure that academies are working together through networks and via the sharing of expertise across the Trust;
- Lead collaborative working with SEND stakeholders in matters relating to SEND including parents and external agencies;
- Support a culture which considers the richness and diversity of the communities served;
- Support positive strategies for promoting equality.

**Other accountabilities**

- Report regularly to Academy Leaders as required;
- Attend meetings as required;
- Fulfil other duties in agreement with the Academy Head;
- Inspire and recognise talent across the academy and the Trust;
- Work in partnership with all members of the Trust Leadership Team to ensure The Kite Academy Trust continues to develop and provide the highest quality of education for all children;
- Promote the reputation of the Trust to a variety of external stakeholders.