

## Job Description

<b>Job Title</b>	SENDCo
<b>Location</b>	Ashleigh C of E Primary School
<b>Accountable to</b>	Headteacher

### Purpose:

- Ensure the school meets; and goes beyond, statutory compliance for SEND
- Ensure high quality SEND provision facilitates excellent outcomes for pupils with SEND
- Ensure earliest possible identification of barriers to learning for pupils, plan and monitor effectiveness of provision
- Ensure high quality Pastoral provision supports the emotional needs and wellbeing of pupils
- Be accountable for the experiences and progress of pupils with SEND.
- Ensure staff are equipped with the knowledge and skills to support pupils with SEND through CPD, mentoring, coaching etc
- Ensure staff are equipped with the knowledge and skills to identify & support pupils with pastoral needs
- In partnership with the Headteacher and class teachers, ensure the most disadvantaged pupils have full access to educational and extended school opportunities to help overcome barriers to learning and participation.

### Main Responsibilities:

- Lead in implementation of the Code of Practice 2014
- Maintain and develop the SEND Policy and the School Information Report (SIR)
- Provide strategic leadership regarding SEND and inclusion provision throughout the school
- Ensure SEND policy and practice is compliant with legislation and best practice and is being administered effectively.
- Support identification of needs, promote quality first teaching for pupils with SEND and maintain the school's SEND Register.
- Ensure the Graduated Response Tool (GRT) is used to identify, plan, implement and review the effectiveness provision for pupils with SEND
- Lead on applications for Educational, Health, Care Plans (EHCPs) and ensure statutory compliance regarding maintaining and reviewing Plans.
- Compile and maintain provision maps to ensure interventions and support across the school meet the needs of all learners
- Report to the SLT about the provision for progress of children with SEND including best value.
- Evaluate the effectiveness of methods used and research new methods of supporting pupil's learning.
- Monitor the appropriateness of the curriculum and the quality of SEND support delivered by colleagues through lesson observations, work scrutiny, records of progress and effectiveness of interventions; use this to guide future planning of provision

- Analyse and interpret relevant national, local and school data to inform policies, practice targets and teaching methods.
- Keep inventory of specialist equipment and ensure it is maintained and deployed appropriately.
- To play a full part in developing and enhancing relationships between the school, parents, external agencies and local community
- Play an active role in multiagency meetings/processes, including Early Help, where appropriate.
- Assist the Designated Safeguarding Lead (as Deputy DSL) with safeguarding issues, being fully committed to safeguarding children at all levels.

#### **Support for pupils:**

- To identify pupils who would benefit most from additional support.
- To liaise closely with school leaders in order to meet the needs of children requiring support.
- To provide information and advice to enable pupils to make choices about their own learning, behaviour and/or attendance.
- To challenge and motivate pupils, promote and reinforce self-esteem.
- To develop a mentoring relationship with pupils needing support, with the aim of achieving goals identified in pupil support plans.
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#### **Support for families:**

- To secure family support for targeted pupils where appropriate.
- To work with external agencies.
- To maintain regular contact with parents/carers of pupils identified, to keep them informed of the child's needs and progress, and to promote positive family support and involvement.
- To have full knowledge and understanding of the range of activities, courses, opportunities and individuals that could be drawn upon to provide extra support for pupils.
- To ensure a swift and easy access to health, social and other associated services.
- To provide parenting support and information, including family learning.
- To help families access to wider community services, including adult learning.
- To assist pupils and families new to the country and the school in understanding the education system, school routines and how best they can support achievement.

#### **Support for the school:**

- To investigate and complete incident reporting.
- To ensure the school safeguarding software is used to record all incident of poor behaviour and the details of investigations and support.
- To maintain the school safeguarding software and provide reports for monitoring and evaluation purposes as required to feed into general school reports.
- To take the lead role, in liaison with the Headteacher in the development and implementation of appropriate behaviour management strategies.
- To be responsible to the Headteacher for the effective supervision and behaviour management of pupils in and about the premises and site of the school during break times.

- To be responsible for developing pastoral programmes for children to take place out of school hours when required.
- To participate in the process of pupils being admitted or returning to school, and to identify those who need extra help to overcome barriers to learning both inside and outside of the school.
- To promote the effective transfer of pupil information both within the school and between institutions, and to ensure the effective management of such arrangements.
- To attend in-service training as required and meetings, including staff meetings, subject to working hours
- To provide reports for school leadership and attend meetings when necessary

**Note**

The duties and responsibilities of this post may vary from time to time according to the changing demands of the school. This job description may be reviewed at the reasonable discretion of the Headteacher. The Headteacher reserves the right to review and amend the job description.