

Job Description

Greensand Support Staff Salary Scale:

Point 6-10 Leadership Scale (Fringe)

Contract type: 2-2.5 days per week,
Monday - Wednesday

Reporting to: Headteacher

Assistant Head - SENDCO

Job Purpose

The SENDCO, under the direction of the headteacher, will:

- Determine the strategic development of special educational needs (SEN) policy and provision in the school
- Be responsible for day-to-day operation of the SEN policy and co-ordination of specific provision to support individual children with SEN or a disability
- Provide professional guidance to colleagues, working closely with staff, parents, governors, other agencies and the wider Multi Academy Trust
- The SENDCO will be expected to fulfil the responsibilities of a teacher, as set out in the STPCD

Key Accountabilities

Strategic development of SEN policy and provision:

- Have a strategic overview of provision for children with SEN or a disability across the school, monitoring and reviewing the quality of provision
- Contribute to school self-evaluation, particularly with respect to provision for children with SEN or a disability
- Make sure the SEN policy is put into practice and its objectives are reflected in the school improvement plan (SIP)
- Maintain up-to-date knowledge of national and local initiatives that may affect the school's policy and practice
- Evaluate whether funding is being used effectively, and suggest changes to make use of funding more effective
- Lead on the schools Mental Health Strategy
- Lead on developing provision for children whose first language is not English

Operation of the SEN policy and co-ordination of provision:

- Maintain an accurate SEND register and provision map
- Provide guidance to colleagues on teaching children with SEN or a disability, and advise on the graduated approach to SEN support
- Advise on the use of the school's budget and other resources to meet children's needs effectively, including staff deployment

- Be aware of the provision in the local offer
- Work with early years providers, other schools, educational psychologists, health and social care professionals and other external agencies
- Be a key point of contact for external agencies, especially the local authority (LA)
- Analyse assessment data for children with SEN or a disability
- Implement and lead intervention groups for children with SEN, and evaluate their effectiveness
- Maintain an accurate EAL register and provide guidance to colleagues on provision

Support for children with SEN or a disability:

- Identify a child's SEN
- Co-ordinate provision that meets the child's needs, and monitor its effectiveness
- Secure relevant services for the child
- Ensure records are maintained and kept up to date
- Review the education, health and care plan (EHCP) with parents or carers and the child
- Communicate regularly with parents/carers
- Ensure if the child transfers to another school, all relevant information is conveyed to that school, and support a smooth transition for the pupil
- Promote the child's inclusion in the school community and access to the curriculum, facilities and extra-curricular activities
- Work with the designated teacher for looked-after children (LAC), where a looked-after child has SEN or a disability

Leadership and management:

- Work with the headteacher and wider leadership team to ensure the school meets its responsibilities under the Equality Act 2010 with respect to reasonable adjustments and access arrangements
- Prepare and review information the school committee is required to publish
- Contribute to the SIP and whole-school policy
- Identify training needs for staff and how to meet these needs
- Lead INSET for staff

General:

This job description sets out the duties of the post at the date when it was drawn up, but following consultation with you, may be changed to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Notes:

This job description may be amended at any time in consultation with the postholder.