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**Brunswick Park Primary School**

**Job Description for SENDCo**

Full-Time (unsuitable for Job Share)

Member of the Inclusion Team

Teaching and Learning Responsibility 2A

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| **Leadership and Management** |
| Support the Head Teacher to:   * Determine a clear strategic and inclusive vision for SEND provision * Share this vision in a way that inspires and engages our community and enables full understanding and ownership * Disseminate good SEND practice across the school * Communicate a culture of high expectations and aspirations with regards to SEND * Ensure children with SEND benefit from consistently high quality provision which meets statutory requirements fully for children with SEND and the recommended Code of Practice * Lead and organise training that will inspire staff and inform them about SEND issues and provide opportunities to share good practice so that children benefit consistently from high quality, inclusive learning experiences * Monitor the quality of learning for children with SEND and provide feedback to colleagues * Identify resources needed to support the needs of children with SEND and advise on the priorities for expenditure * Monitor and respond actively to developments and initiatives related to SEND and to share appropriate aspects of this information with our community * Liaise productively with the LA’s SEND Teams in order to gather information, share good practice and ensure that school decisions are based on up to date information so that inclusive learning at Brunswick Park is always of the highest quality * Update the Governors and SLT on the effectiveness of provision for children with SEND * As a member of the Inclusion Team, be engaged proactively in whole school improvement planning and strategic development. To monitor outcomes, provide appropriate support and challenge to colleagues and to hold people accountable as necessary * Draw up, implement and evaluate an Action Plan and Provision Mapping related to SEND * Ensure staff understand and implement actively key aspects of school policies and learning strategies related to SEND * Ensure that individual staff accountabilities within the area of SEND are clearly defined, understood and agreed |
| **Teaching and Learning** |
| * To inspire and motivate colleagues by modelling outstanding inclusive teaching * To teach targeted interventions for groups of children with SEND * To lead all staff in fulfilling their statutory responsibilities to children with SEND and in understanding the importance of Quality First Teaching and taking ownership of additional provision and the progress that children with SEND make in their class or teaching group |
| **Specific Tasks** |
| * To work with the Head Teacher and Governors to ensure that the school meets its responsibilities under the most recent Equality Act with regard to reasonable adjustments and access arrangements * To co-ordinate, monitor and evaluate provision and interventions for children with SEND and update the school’s Provision Map outlining packages of support on a regular basis * To apply for EHC Plans with appropriate support from external agencies when this is required and to ensure these EHC Plans are reviewed and adapted in accordance with children’s needs * To write and monitor Care Plans for children with health needs in partnership with relevant external agencies. * To liaise with parents and carers of children with SEND and ensure that the wider community has a clear understanding about best inclusive practice and how this practice is demonstrated at Brunswick Park * To be a key point of contact with external agencies, especially the Local Authority and its support services (e.g. Autism Support Team, CAMHS, Educational Psychologists, Speech and Language Therapists, Occupational Therapists, Health and Social Care Professionals, counsellors and other independent or voluntary bodies) * To establish and develop mutually beneficial links with other schools and settings to facilitate liaison and provide progression and continuity in children’s learning at times of transition * To set up systems for assessing and screening children on point of entry and assessing, tracking and reviewing provision for SEND children once identified * To liaise swiftly with the Designated Lead or a Designated Person for Safeguarding where a Child Looked After has SEND or a where there are safeguarding concerns about a child with SEND * To lead TACs, reviews and other meetings effectively and to contribute fully to multi agency working * To ensure that the school keeps all the relevant records of children with SEND up to date * To develop, monitor and implement behaviour support plans in accordance with school policy * To work alongside external agencies to carry out, and support other staff with pupil referrals and assessments in line with the school’s SEND referral system * To identify children who qualify for access arrangements and liaise with appropriate authorities to confirm and carry out these arrangements * To publish and review the policy documents related to SEND and keep the school’s website updated with relevant information in regard to issues related to SEND, including the Local Offer * To signpost the Local Offer for all members of our community * To undertake other reasonable duties in line with this job description as requested by the Head Teacher |
| **Duties** |
| The duties outlined in this job description are in addition to those covered by the latest School Teachers’ Pay and Conditions Document. It may be modified, with your agreement, by the Head Teacher to reflect or anticipate changes in the job, commensurate with the salary and job title. This Job Description will be reviewed annually. |
| **Brunswick Park Primary School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Appointments are made subject to enhanced DBS disclosure.** |

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| **Signed (Post Holder)** |  | **Date:** |
| **Signed (Head Teacher)** |  | **Date:** |