



Midsomer Norton
Schools Partnership



Buckler's Mead
ACADEMY

SENDCO Job Description

Grade: Main Scale – Upper Pay Scale + TLR2B +SEN1 Allowance
Responsible to: The Headteacher

MAIN PURPOSE OF THE JOB

- To work with the current Assistant Head SENCO to coordinate the SEND provision across the academy.
- Lead and manage the provision of learning support for students with special educational needs and/or Disabilities (SEND), including the allocation of support time and the creation of individualised and group education plans.
- Establish and maintain positive working relationships with partner primary schools, external agencies (e.g., Education Psychology Service, Somerset Support Services, and specialist teachers), to ensure that the SEN of each student are effectively addressed and that the requirements of EHCPs are fully met.
- Ensure accurate and comprehensive records are maintained of meetings, reports, and discussions with parents and external agencies.
- Oversee and update the SEND Register regularly, ensuring staff are informed about the needs of individual students.
- Review and update the SEND Register and make it accessible to staff to ensure effective communication regarding student needs.
- Develop, implement, and review Personalised Learning Plans for EHCPs and SEND Support students.
- Monitor the effectiveness of individual and group education plans and lead the coordination and chairing of annual reviews.
- Lead the development, implementation, and regular review of Learning Support Team policies that align with the academy's commitment to high achievement, effective teaching, and learning.
- Analyse and interpret relevant national, local, and academy data, along with research and inspection evidence, to inform and shape policies, practices, expectations, and targets.
- Use data to identify students who are underachieving, create, and implement effective action plans to support their academic progress.
- Contribute to the development of the Learning Support Development Plan as part of the broader Academy Development Plan, with a focus on staff development and training needs.
- Lead and provide training for both the department and the whole academy, offering guidance on appropriate teaching and learning strategies to address the diverse needs of students.
- Organise and chair SEND staff meetings, ensuring effective communication and coordination of actions to support student needs.
- Manage the day-to-day operations of Learning Support areas, ensuring a safe, effective, and stimulating environment for both teaching and learning.
- Participate in the academy's performance management policy, appraising staff and using the process to develop their professional effectiveness.
- Manage the Learning Support Team's budget and resources, advising senior leadership on priorities for expenditure, and ensuring the efficient allocation of resources to meet the academy's objectives and deliver value for money.
- Provide timely timetable information for the Learning Support Team to facilitate the creation of an annual SEND Support Team timetable, ensuring optimal use of subject expertise.
- Ensure the efficient management and organisation of learning resources, including ICT, to support SEND students' needs.

- Contribute to the Academy Development Plan and SEF, specifically focusing on SEND-related goals.
- Serve as a model of excellent classroom practice, setting high standards for teaching and student engagement.
- Train, support, and challenge colleagues in the effective implementation of the academy's SEND policies and practices.
- Undertake any other tasks reasonably required by the Headteacher.

ADDITIONAL RESPONSIBILITIES

- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher (see job description of Classroom Teacher)
- Support and implement the academy's vision and ethos.
- Promote teamwork and motivate staff to foster effective working relationships.
- Line manage staff where appropriate, ensuring their professional development and performance.
- Contribute to the induction of new staff, ensuring they are integrated effectively into the academy environment.
- Ensure clear and effective communication with students, parents, and external stakeholders.
- Attend Board of Directors meetings as required, providing updates on SEND matters.
- Produce reports for the Senior Leadership Team, Board of Directors, and other stakeholders, as needed.
- Actively contribute to the academy community and support its distinctive mission and ethos, encouraging staff and students to embrace these values.
- Monitor and promote positive student behaviour, proactively celebrating successes.
- Source and evaluate alternative provisions for individual students, assessing their effectiveness, impact, and cost.
- Continue personal and professional development in line with agreed goals.

OTHER

- **Must have a relevant and current qualification in SEND such as NASENCo or NPQ.**
- Undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher (see job description of Classroom Teacher).

KEY RELATIONSHIPS

- To work with the Headteacher, academy Leadership Team, Governors, staff and external parties to ensure that the vision, aims and objectives of the academy are realised.
- To work with the Deputy Head Pastoral to ensure that students with SEN receive high quality support.

LEADERSHIP AND MANAGEMENT

- To lead the work of the Learning Support team.
- Provide highly effective leadership appropriate to the needs of all staff – to lead by example and support and uphold all aspects of academy ethos and policies.
- Contribute to academy and/or Trust INSET days and sessions as required.
- Provide regular training to staff so they are able to analyse performance data, identify underperformance and secure improvements.
- Hold staff to account for registering students in extra-curricular activities.
- Hold Achievement Leaders, Pastoral Year Co-ordinators and tutors to account for delivering effective tutorial programme.
- Monitor students' behaviour and be proactive in actively promoting and celebrating students' positive behaviour.

EFFECTIVE DEPLOYMENT OF STAFF AND RESOURCES

- To deploy and develop learning support staff to make most effective use of their skills, expertise and experience
- To monitor the use of resources with a view to achieving 'best value'.
- To ensure SIMS/Arbor is utilised for maximum effect with regards to tracking attendance and attainment of SEND students.

QUALITY ASSURANCE ACCOUNTABILITIES:

- To support the aims and ethos of the academy by personal example:
- Set a good example in terms of dress, punctuality and attendance
- Attend and participate in Open Evenings and student performances, etc
- Uphold the academy's behaviour policy and uniform regulations
- Participate in staff professional development activities
- Attend all relevant meetings
- To contribute to and further develop the Self Evaluation practices of the academy.
- To provide information and advice to the Governing Body to enable it to fulfil its responsibilities and ensure proper accountability.
- To work with the Headteacher, Governors and staff to create an ethos in which all staff recognise and fulfil their accountability.
- To work with the Headteacher, Governors and staff to ensure that the academy meets all statutory requirements and operates in the spirit and letter of the law.

NOTES

- This job description is not a contract of employment, or any part of it. It sets out the broad content of the post but is not intended to be definitive. This job description is current at the date shown, but may be amended by the Headteacher at any time, in consultation with the post holder, to reflect or anticipate changes in the job commensurate with the grade and job title.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- The Governing Body and Headteacher reserve the right to ask the post holder to comply with any reasonable request from a manager to carry out other such duties as may from time to time be reasonably assigned, operating within the conditions of service, but not specified in this job description.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Name of Post holder: _____

Signed: _____ Date: _____

Headteacher: _____

Signed: _____ Date: _____