

JOB DESCRIPTION

Post Title:	Special Educational Needs Co-ordinator (SENDCo)
Purpose:	Strategic development of the school's Special Educational Needs (SEN) provision and oversight of the day-to-day operation of that policy with the aim of raising SEN pupil achievement.
Reporting to:	SLT Link
Disclosure level:	Enhanced
MAIN (CORE) DUTIES	
Key Responsibilities:	<ul style="list-style-type: none"> • Put provision in place to ensure that progress of pupils with SEN improves relative to those without SEN. • Ensure that the school carries out its statutory responsibilities regarding all students with an EHCP. • Support all staff in understanding the needs of SEN pupils. • Support departmental developments of SEN provision. • Monitor progress towards targets for pupils with SEN. • Analyse and interpret relevant school, local and national data. • Liaise with staff, parents, external agencies, and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of provision.
Leadership	<ul style="list-style-type: none"> • Provide leadership, line management and strategic direction for the SEN provision. • Appraise departmental colleagues on an annual basis. • Encourage all staff to recognise and fulfil their statutory responsibilities. • Develop essential paperwork templates, to create an administrative infrastructure as part of an effective communications system. • Identify the training needs of staff and organising/coordinating INSET to be delivered by other professionals. • Encourage all members of staff to recognise and fulfil their statutory responsibilities to pupils with moderate learning difficulties, specific learning difficulties, sensory and physical difficulties. • Provide training opportunities for teaching assistants teachers to learn about effective strategies to support students with learning and cognition or sensory and physical difficulties. • Identify resources needed to meet the needs of pupils with SEN and advise the AP Inclusion of priorities for expenditure. • Liaise with the AP Inclusion and other SEN staff to allocate support for statemented pupils according to LA funding levels and individual need.
Additional requirement	<ul style="list-style-type: none"> • Co-ordinate all Annual Reviews and reviews of Individual Education Plans and/or PSPs and CAFs where appropriate and attend / chair when necessary. • Attend Year 6 Annual Reviews for primary pupils with statements to help facilitate continuity and progression through the development of a transition programme. • Exercise a key role in assisting the Headteacher and governors with the strategic development of SEN policy / provision.

<p>Teaching and Learning</p>	<ul style="list-style-type: none"> • Support the identification of and disseminate the most effective teaching approaches for individual pupils with SEN. • Work with staff to develop effective ways of bridging barriers to learning through; Assessment of needs, monitoring of teaching quality and pupil achievement, target setting - IEPs, or Provision Maps, PSP, CAF. • Collect and interpret specialist assessment data to inform practice. • Undertake day-to-day co-ordination of SEN pupils' provisions through close liaison with staff, parents, and external agencies. • Work with head teachers, teachers, key stage co-ordinators and pastoral staff to ensure all pupils learning is of equal importance and that there are high and realistic expectations of pupils. • Provide professional guidance to staff to secure good teaching for SEN pupils, through both written guidance and meetings. • Work with the AP Inclusion to set aspirational and appropriate targets for raising achievement among pupils with learning and cognition or sensory and physical difficulties. • Collect and interpret specialist assessment data. • Update the AP Inclusion on the effectiveness of provision. • Develop an understanding of learning needs and the importance of raising achievement amongst pupils. • Attend consultation evenings and keep parents informed about their child's progress. • Collate SEN transition data and organise SEN files. • Profile tutor groups and disseminate information. • Maintain and update a provision map and schools SEN development plan. • Plan, coordinate and teach timetabled intervention groups and subject classes as appropriate. • Lead INSET regularly and where appropriate; this may include chairing and being a part of working parties.
<p>General</p>	<ul style="list-style-type: none"> • To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example • To promote actively the School's Policies & Procedures • To continue personal development as agreed • To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
<ul style="list-style-type: none"> • Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. • Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. • Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors. • Employees are expected to maintain a standard of dress conducive to their position as professionals and in setting an example to students. 	
<p>This job description is current at the date shown, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job which are commensurate with the salary and job title.</p>	

*I confirm that I have read and understood the details contained within this job description.
I understand that by signing this document, I agree to the terms and conditions contained within it.*

Signed Print Name	
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Dated	
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