



SENDCo Job Description

Job Title:	SENDCo	Reporting to	Principal
Department:	Education Support	Salary Grade	MPS/UPS plus TLR 2c

Safer Recruitment Statement

Castle Donington College is committed to safeguarding and promoting the welfare of pupils and young people and expects all staff and volunteers to share this commitment. This post is subject to a number of checks being carried out including References and an Enhanced level check by the Disclosure & Barring Service regarding any previous criminal record.

Equality Statement

Castle Donington College is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Disability Discrimination Act 1995 and the Equality Act 2010 to accommodate a suitable disabled candidate.

Key Purpose:

- To Lead Special Educational Needs (SEND) throughout the School. To assist staff in acquiring skills of good practice to identify students with SEND and to deliver the curriculum to them. Build positive and respectful relationships across the school community
- To lead and manage a team of Education Support Staff

Responsibilities and Duties of SENDCo:

This should be read alongside the range of duties as a Teacher and expectation in line with the Teachers Standards.

To lead on SEND provision throughout the school

- Responsible for the SEND assessment of identified students
- Manage the annual review process for students with an Educational Health Care Plan
- Attend any planning meeting as required for students with SEND
- Assist the Senior Leadership Team with all matters relating to SEND
- Liaise with outside agencies to ensure adherence its legislation and improve good practice for students with SEND
- Oversee the day to day special examination requirements for SEND students
- Ensure the effective transfer of SEND information for Year 6 students. Plan the SEND provision for these students and assist in the formation of balanced teaching groups across the curriculum
- Produce reports and statistics relating to SEND students as required by the Senior Leadership Team

To assist staff in acquiring the skills of good practice in order to identify students with SEND and effectively deliver the curriculum to them

- Ensure procedures are in place and followed inform staff on a daily basis on any changes to the needs of SEND students
- Responsible for SEND student files, ensuring information is current and relevant and that information is shared across the school as appropriate
- Responsible for the production of individual plans for students with an Educational Health Care Plan
- Assist/advise/lead on SEND training for whole school staff as appropriate

- Develop systems for staff to monitor and record progress made by students with Educational Health Care Plans, towards the achievement of targets set

To lead and manage the team Education Support Staff

- Organise and implement staff development reviews
- Identify the training requirements of the team and produce an annual training plan
- Coordinate training for the learning support team, ensuring quality of provision and dissemination of information of good practice
- Be responsible for the recruitment of Educational Support Staff
- Responsible for induction and probationary interviews of the team
- Deal with any enquiries relating to the team, liaising with the Senior Leadership Team as necessary
- Prioritise and deploy SEND resources to meet curriculum needs and school requirements
- Reviewing the staffing levels within the Education Support Team on annual basis, advising the Senior Leadership Team of any changes that maybe required within the overall school staffing structure

To lead as part of the extended Senior Leadership Team

- To contribute effectively to leadership meetings
- Take a lead in supporting senior leaders in developing and implementing the school's vision for learning and teaching
- Model outstanding practice as a teacher

This job description is current at the date shown, but following consultation with you, may be changed by the Principal to reflect or anticipate changes in the job which are commensurate with the salary and job title.

March 2024



SENDCo Personal Specification

Please note that only applicants who can demonstrate that they can meet the criteria in the person specification are likely to be shortlisted for interview. Applicants should be able to <u>demonstrate</u> how they <u>meet</u> the <u>core criteria</u> relevant to the post:		
	Essential	Desirable
Qualifications		
Qualified teacher status (this is a requirement under the SEND Code of Practice)	✓	
National Award for SEN Co-ordination, or a willingness to complete it within 3 years of appointment (this is a requirement under the SEND Code of Practice)		✓
Degree or higher qualification	✓	
Detailed awareness of current developments within education and Special Educational Needs	✓	
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Ongoing professional development in relation to leadership (commitment to achieving statutory SENDCo qualification)	✓	
Safeguarding		
Full understanding of the Safeguarding requirements and how teachers promote the welfare of children	✓	
Enhanced DBS and validated references	✓	
Eligibility to work in the UK	✓	
Child Protection		✓
Training		✓
Knowledge and Understanding		
Understand the SEND code of practice	✓	
Understand how to ensure effective student learning through challenging, high quality and exciting teaching	✓	
Understand the potential of student voice and parental engagement	✓	
Understand the positive role of Performance Management within their own professional development	✓	
Understand the components that which comprise outstanding teaching and learning	✓	
Understand assessment and attainment information can be used to improve practice and raise standards	✓	
Teaching		
Excellent teaching ability	✓	
Experience of teaching students with SEND – especially those with identified SEMH needs	✓	
IT literate, making highly effective use of ICT to enhance teaching	✓	
Strong use of data to inform provision	✓	
Strong commitment to extra – curricular activities		✓
Proven track record of improving teaching and learning		✓
Personal Qualities and Experience		
Experience of leading staff development	✓	

Experience of working with external agencies	✓	
Experience of working with young people who hold EHCPs	✓	
Communication and influencing skills to have the potential to support staff to raise standards in classrooms and communicate effectively at all levels	✓	
Values the contribution that students can make to their own learning	✓	
A desire to get the best from all students, regardless of ability	✓	
A record of achieving student progress for all students, including underachieving students	✓	
Ability to plan and teach effectively using a variety of strategies	✓	
Contributes positively in their role as a group tutor to the pastoral care of students	✓	
Can contribute creatively and knowledgeably to develop/evaluate schemes of learning	✓	
Understands the importance of meeting deadlines and supporting others (colleagues) to do so	✓	
Able to identify areas for development amongst colleagues and take a lead in offering solutions	✓	
Able to create a vision and be clear about what it can contribute to the life of the school and students	✓	

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