

SENDCo

Job Description

Chiswick School



As a Director of SEND, you are a key person when it comes to supporting pupils to gain the support that they need to achieve a life of choice and opportunity. You have a key role in ensuring that AEN is given the profile it needs throughout the school and that classroom teachers are clear and are supported to develop expertise to support this effectively.

Main Responsibilities

- You advocate for SEND children and share a clear vision for SEND with your team and throughout the school.
- You model best practice when it comes to SEND, and take time to develop the subject knowledge of your team so that they are highly effective. Where individuals lack subject knowledge, you ensure that they receive intensive coaching to enable rapid development. You challenge underperformance directly and in a timely manner.
- You effectively manage the Assistant SENDCo and ensure that they are clear on both statutory and school priorities and policies. You take ownership of their development and put in place coaching, co-planning and CPD where necessary.
- You ensure that all teachers in the school, through your team, have the knowledge and skills that they need to support SEND pupils, with the understanding that all pupils are unique but there are common solutions that will work for many.
- You foster positive relationships within your team and where conflict arises you seek to resolve this very quickly.
- You take responsibility for ensuring that all statutory deadlines are met in a timely manner and effectively designate key tasks to those in your team.
- You balance the requests that you make of classroom teachers with your understanding of their role to ensure the best outcomes for pupils.
- You constantly problem solve to ensure that processes run smoothly and take time to ask staff, parents and pupils for their reflections.
- You work closely with Hounslow SEND, and other boroughs where necessary, to ensure that pupils are receiving the support that they need.
- You work closely with SLT, Head of Departments and Phase Leaders to ensure that pupils with SEND are being effectively assessed and their progress recorded.
- You oversee all exam access arrangements and ensure these are communicated effectively to staff.
- You ensure that interventions are set up and carried out effectively. You think carefully about the necessity of each intervention and understand the balance between intervention and accessing a broad and balanced curriculum.
- You work closely with the LCOs to ensure that they are clear about the provision that pupils in their year groups need.
- You support the Curriculum Leads to ensure that they have planned for how SEND pupils will access their curriculum.
- You maintain your own subject knowledge to an exceptionally high standard, ensuring that you are aware of innovation and new research in your subject area and in the wider educational sphere. Where appropriate you communicate this to staff in a timely and digestible way.

Other responsibilities:

In the classroom

- You actively create a strong classroom culture by building strong relationships with pupils, having an organised classroom environment and bringing a sense of joy to your work.
- You foster pupil collaboration and a high level of engagement in lessons.
- You use assessment information in the classroom to inform teaching, checking and intervening to address barriers to learning and misunderstanding and using feedback and self and peer assessment to ensure that pupils know where they are and what they need to do to progress.
- You set homework in line with the school policy.
- You plan backwards from the intended outcome at the medium term and lesson level, ensuring that the needs of all learners are met.
- You deliver lessons that offer clear instructions and modelling, opportunities for pupils to practise and strong consistent routines throughout.
- You carry out form tutor duties with care and diligence, carefully crafting a supportive, trusting and honest relationship with tutees and their families which drive progress towards the school vision and upholds high standards.

Around the classroom

- You support pupils, especially those who are vulnerable, to make excellent progress in line with the school vision.
- You set a clear path for pupil outcomes that fits with the school's vision and the pupils' flight-plan that drives planning and curriculum design throughout the year.
- You use a range of assessment tools to know clearly where pupils are in their learning, what they need to do next and how to effectively support them, at the individual, group and class level.
- You constantly seek to develop professional understanding around all aspects of the role, including subject knowledge, understanding of child development, attachment and specific areas of AEN.
- You work closely with families to support them to effectively support their children, operating with sensitivity, empathy and high expectations.

Beyond the classroom

- You support learning beyond the classroom by organising trips and supporting extra-curricular activities wherever relevant.
- You will support pupils in all aspects of their conduct around the school by carrying out duties and other responsibilities.
- You work closely with colleagues, supporting their development and the progress of all pupils.
- You will formally report to parents on the progress of their child in line with the calendared contacts and at regular intervals informally.
- You will participate in school events such as the Summer Fair in order to support the wider school community.
- You will actively seek to promote the work of Chiswick School where it will benefit your pupils.
- You follow all school practices and protocols relating to Safeguarding and Child Protection.
- You act as a guardian to and steward of the building and the community, ensuring that resources are taken care of.
- You take responsibility for your own development, seeking opportunities to learn, grow and lead.
- You set goals that are driven by the school priorities and you regularly evaluate progress against your goals, seeking feedback and adjusting your course where necessary.

Confidentiality

During your employment you may see, hear, or have access to, information on matters of a confidential nature relating to the work of Chiswick School or to the health and personal affairs of students and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation and you will be required to know when or what information can be shared and in what circumstances it is appropriate to do so.

Data Protection

During your employment, you will have access to data and personal information that must be processed in accordance with the terms and conditions of GDPR.

Safeguarding

In accordance with Chiswick School's commitment to follow and adhere to the Department for Education's guidance entitled "Keeping Children Safe in Education" and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the School. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the school community and outside agencies, and exercise sound professional judgment, which always focuses upon the best interests of the students and the school.

You are also required to know and comply with the DfE document 'Guidance for Safer Working Practice for working with Children and Young People'. **Employment is subject to receipt of satisfactory references, Enhanced DBS clearance, and an Internet Search Check along with other relevant employment checks.** Your role always requires you to observe and maintain appropriate professional boundaries and avoid behaviour that might be misinterpreted by others. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and always dispatch your duty of care appropriately.

You will always be expected to present a consistently positive image of Chiswick School and uphold public trust and confidence.

Freedom of Information

The post holder must be aware that any information held by the School, in theory, could be requested by the public, including emails and minutes of meetings. It is, therefore, essential that records are accurate and maintained in accordance with Chiswick School's policies and procedures.

The above is a summary of this role only and does not outline all responsibility linked to this role. The postholder will carry out such duties as may be reasonably allocated by the Headteacher. This job description will be reviewed regularly and may change depending on the need of the school.