



SYWELL ROAD, OVERSTONE, NORTHAMPTON, NN6 0AG

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[www.overstoneprimaryschool.org.uk](http://www.overstoneprimaryschool.org.uk)

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## **SENDCo/Class Teacher Job Description (SEN Allowance)**

### **Job Purpose**

The SENDCo is responsible for day-to-day operation of the SEN policy and co-ordination of specific provision to support individual pupils with SEN or a disability across the school.

The postholder is expected to adhere to the Teachers' Standards and the SEND Code of Practice, as well as school policies and procedures. The SENDCo will be expected to fulfil the responsibilities of a teacher, as set out in the School Teachers Pay and Conditions document.

### **Class Teacher (MPS)**

As a Main Pay Range Teacher you are required to be competent in all elements of the Teacher Standards, to discharge the Teachers Responsibilities as set out in the Contractual Framework for Teachers of the School Teachers Pay and Conditions Document and to act in accordance with the School's ethos, policies and practices, under the direction of the Headteacher.

### **Class Teacher (UPS)**

Main Pay Range Teachers are required to act in accordance with the school's ethos, policies and practices, under the direction of the Headteacher. In addition to the duties and responsibilities of a Main Pay Range Teacher you are, as an Upper Pay Range Teacher, required to be highly competent in all elements of the Teacher Standards, to ensure that your achievements and contribution to the School are substantial and sustained.

### **Specific Responsibilities**

- Support the development of the school's SEND policy and provision to raise standards of achievement for pupils with special educational needs and/or disabilities (SEND); work with the leadership team to implement the policy.
- Ensure SEND objectives are reflected in the School Development/Improvement Plan.
- Promote and safeguard the welfare of children and complete all required safeguarding training.
- Review SEND provision using the provision map cycle and highlight any areas that may need adjustment.
- Lead the day-to-day operation of the SEND policy and coordinate targeted provision to support individual pupils with SEND or a disability.
- Ensure pupils with SEND or a disability have full access to a broad, balanced, and ambitious curriculum.
- Provide professional guidance to colleagues, working closely with staff, parents/carers, and external agencies.
- Model effective approaches to teaching and supporting pupils with SEND, sharing practical strategies with staff in a collaborative and supportive way.
- Lead on the management of students with medical conditions.



HEADTEACHER: MRS. K. MUSHTAQ



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### **Support for pupils with SEN or a disability**

- Identify pupils with SEND in line with the school's policy.
- Coordinate provision to meet pupils' needs and monitor its effectiveness.
- Identify and adopt the most effective strategies and approaches for pupils with SEND.
- Carry out the day-to-day administrative tasks required for the SEND funding processes (including EHCPs and High Needs Funding), such as preparing documentation, gathering evidence, tracking deadlines, updating records, and liaising with staff and external agencies, to help ensure pupils receive the provision identified in their plans.
  
- Track pupils' progress and set targets to raise achievement for pupils with SEND.
- Secure relevant services for pupils and coordinate multi-agency involvement.
- Maintain accurate, up-to-date records.
- Review pupils' EHCPs with parents/carers and the pupil, in liaison with the local authority.
- Communicate regularly with parents/carers; ensure effective transition arrangements when a pupil transfers to another setting, sharing all relevant information.
- Coordinate Assess–Plan–Do–Review cycles; ensure plans are specific, measurable, and time-bound and reflect pupil/parent voice.
- Working alongside the Family Support Worker, promote inclusion across the school community and ensure access to the curriculum, facilities, and extra curricular activities.
- Work with the Designated Teacher for Looked After Children where a pupil has SEND or a disability.

### **Development of SEND Policy and Provision**

- Maintain an overview of provision for pupils with SEND or a disability across the school; monitor and review quality of provision and support school self evaluation.
- Ensure the SEND policy is implemented and that its objectives are embedded within the School Improvement Plan.
- Keep up to date with national and local developments that may affect policy and practice.
- Monitor the effectiveness of teaching and learning approaches for pupils with SEND, using assessment information, observations, and feedback to identify where adjustments are needed and support staff in implementing them.
- Evaluate the impact and value for money of SEND funding and propose changes to improve its effectiveness.
- Ensure governors and wider stakeholders are kept informed about SEND, including through the timely writing and publication of statutory SEND reports

### **Operation of SEND policy and provision**

- Maintain an accurate SEND register and provision map that holds relevant, purposeful information for pupils identified with SEND.
- Keep precise, up-to-date records of all interventions and agency involvement for individual pupils (including EHCPs, HNF, ILPs, one page profiles).
- Provide guidance to colleagues on teaching pupils with SEND, advising on the graduated approach to SEND support.

- Identify and support the development of pupils' basic skills and independence, enabling them to work more autonomously.
- Advise on the use of the school budget and other resources to meet pupils' needs effectively, including staff deployment.
- Maintain awareness of the local offer and available provision in the area keeping the website information up to date.
- Work with early years providers, other schools, educational psychologists, health professionals, and other external agencies.
- Track and analyse assessment and attendance data for pupils with SEND and use findings to inform provision.
- Supervise deploy SEND teaching assistants effectively.
- Monitor the planning, implementation and delivery of intervention groups for pupils with SEND and evaluate their impact feeding back to the Headteacher.

### **SEND Governance and Compliance**

- Work with the Headteacher and governing board to ensure the school meets its responsibilities under the Equality Act 2010 (reasonable adjustments and access arrangements).
- Prepare and review information required for publication by the school and governors, including the annual SEND Information Report.
- Assist with the School Improvement Plan and the development of whole-school policies
- Work with colleagues to share SEND advice, guidance, and CPD as needed.
- Promote an ethos and culture that uphold the SEND policy and drive strong outcomes for pupils with SEND.
- Engage in ongoing professional learning to enhance the effectiveness of SEND leadership.

The duties outlined may be amended in consultation with the postholder to reflect changing needs and priorities.

This role forms part of the school's safeguarding responsibilities and is subject to an enhanced DBS check.

This job description does not define in detail all the duties/responsibilities of the post. It will be reviewed once a year and may be subject to modification or amendment after consultation and agreement with the post holder.

Signed: \_\_\_\_\_(Employee)

Date: \_\_\_\_\_

Signed: \_\_\_\_\_(Headteacher)

Date: \_\_\_\_\_