



COPPICE ACADEMY

Post:	SENDCO
Contract:	Permanent
Salary:	MPR/UPR (£30,000 - £46,525), plus SEN allowance
Hours of Work:	Part-time (0.6FTE)
Working pattern:	Tuesday, Wednesday, Thursday
Line Manager:	Associate Headteacher

Under the general direction of the Associate Headteacher, the post-holder has the following main duties and responsibilities. This is not intended to be a complete and exhaustive list of all duties and responsibilities attached to the post. It is a description of the role and nature of the job.

Job Purpose

- To improve the lives and outcomes of our pupils with SEND
- Lead the drive for the highest quality Teaching and Learning for pupils with SEND needs
- To enable access to a broad curriculum and full range of opportunities for children with SEND
- Attend SLT on a monthly / half termly basis to ensure that SEND pupils are represented and championed across school leadership, supporting the further development provision for this group of learners
- Take part in cross-Trust working groups to further develop best practice for teaching and support of pupils with SEND, positively impacting on outcomes for these pupils across all schools in the Trust
- To champion pupils with SEND at every opportunity ensuring that they enjoy outstanding provision and access across the entire school curriculum
- To raise performance outcomes, engagement and attendance of SEND pupils
- To be accountable for the academic progress of SEND pupils
- To ensure that the gap between SEND pupils and their non-SEND peers closes, in terms of academic performance
- To relentlessly promote awareness and understanding of our SEND pupils
- To develop and enhance the teaching practice of others through increasing awareness of specific strategies that work effectively for individual pupils



- To conduct regular learning walks to monitor the effective deployment of teaching strategies for SEND pupils
- To liaise with and utilise the skills of our external specialists to promote the most effective teaching strategies and ensure the effective implementation of these strategies in all classrooms
- To promote aspiration and ambition in our pupils and parents of our SEND cohort
- To promote the well-being of our SEND pupils
- To liaise with the Deputy Headteacher to ensure that external agencies are effectively deployed to support pupils in this cohort to overcome barriers to learning
- To work with the Associate Headteacher to account for the impact of financial investment in this cohort of pupils
- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for pupils studying in the department, in accordance with the aims of the school and the curricular policies determined by the Governing Body and the Associate Headteacher.
- To effectively manage and deploy support staff, financial and physical resources to support pupils with special needs

Main duties

Operational/Strategic Planning

- To ensure that all staff are aware of SEND pupils in their classes and that they have the understanding of pupils with SEND to support them and challenge them effectively
- To work in conjunction with Senior Leadership Team (SLT) to ensure that an annual SEN action plan is in place
- Utilise research and knowledge to evaluate existing strategies and to implement new strategies to improve outcomes for SEND pupils
- To ensure the school website is accurate and promotes the significance of this cohort of pupils, including annual publication of SEND Local Offer, policy and impact and use of funding
- To lead the day-to-day workings of SEND provision in school
- To plan for the effective deployment of Learning Support Assistants
- To monitor the impact of Learning Support Assistant deployment on pupil progress
- To actively monitor the academic performance of SEND pupils putting in place action plans as required to ensure the highest rates of progress are achieved
- To implement and contribute to school Policies and Procedures, for example Special Educational Needs, Equal Opportunities, Child Protection, Safeguarding, Accessibility Policy, Health and Safety
- To work in conjunction with Associate Headteacher and Deputy Headteacher to ensure the curriculum meets the needs of our learners.



Management Information

- To ensure the maintenance of accurate and up-to-date information concerning SEND pupils on the data dashboard
- To ensure that specialist teacher's advice and guidance is shared with colleagues and monitor its effective implementation.
- Ensure staff are continually made aware of important information regarding our SEND pupils
- To use assessment and attendance data to devise individual action plans where appropriate to improve academic progress, attendance and welfare
- To produce reports on progress, attendance and wellbeing of SEND pupils and present them as required
- To work with Deputy Headteacher to produce effective reports for the Governing Board
- To produce a termly impact report for the Associate Headteacher

Communications

- To ensure that every staff member knows the SEND pupils in their classes and knows how to plan for their effective progress and engagement
- To ensure that SEND pupils' progress, attendance and welfare is championed at every opportunity
- To track and celebrate the success of SEND pupils
- To continually promote aspiration with pupils and parents of this cohort through regular communication
- To liaise with colleagues to ensure that SEND pupils are well supported in preparation for aspirational futures
- To ensure effective communication/consultation as appropriate with parents/carers, pupils, in-school colleagues and external agencies
- To ensure thorough communication systems with all stakeholders in the production and maintenance of EHCPs

Management of Resources

- To work with the Associate Headteacher in ensuring the effective spending of SEND funding and providing impact reports regarding the impact and effectiveness of this spend
- To ensure that SEND pupils have the materials and opportunities to take a full part in school life
- To work with the SLT in order to ensure that the teaching support is effectively and efficiently timetabled and roomed

Pastoral System

- To promote the very highest expectations of behaviour and engagement of SEND pupils
- To play an active role in the pastoral systems of school, upholding and modelling the highest standards and expectations



- To liaise with colleagues to ensure the accurate flow of information regarding SEND pupils.
- To monitor pupil attendance together with pupils' progress and performance in relation to targets set for each individual; ensuring the follow-up procedures are adhered to and that appropriate action is taken where necessary

Curriculum Provision

- To liaise with the Deputy Headteacher to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme for pupils with special needs across the ability range, which complement the School Improvement Plan
- To play a key role in the development of and deployment of intervention curriculums
 - To play a central role to ensure that our SEND pupils are transitioning well between Key stages 1 and 2 (Year 2-3 transition) and (at Year 6-7 transition to involve proactive work to support a smooth and effective transition to secondary school)

Curriculum Development

- To advise departments on curriculum development for children with special needs
- To keep up to date with national developments in special needs and teaching practice and methodology and advise staff
- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels
- To liaise with the Deputy Headteacher to maintain accreditation with the relevant examination and validating bodies
- To be responsible for the development of intervention and extra literacy
- To ensure that the development of learning support is in line with national developments

Staffing

- To work with SLT colleagues to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs
- To be responsible for the efficient and effective deployment of staff
- To undertake Appraisal reviews and to act as a reviewer for child specific support assistants
- To participate in the interview process for LSA posts when required and to ensure effective induction of new staff in line with school procedures
- To promote teamwork and to motivate staff to ensure effective working relations
- To participate in the school's ITT programme
- To be responsible for the day-to-day management of staff and to act as a positive role model

Quality Assurance

- To take an active part in all Quality Assurance work



- To establish common standards of practice in school and develop the effectiveness of teaching and learning styles in all subject areas
- To contribute to the school procedures and to ensure adherence to them
- To monitor and evaluate learning support in line with the agreed school procedures including evaluation against quality standards and performance criteria
- To seek/implement modification and improvement where required
- To ensure that the school quality procedures meet the requirements of the SEF and School Improvement Plan and national expectations of strategies

Additional Duties

- To play a full part in the life of the school community to support its distinctive mission and ethos and to encourage and ensure staff and pupils follow this example.

Other Specific Duties

- To continue personal development as agreed
- To engage actively in the Appraisal process
- To undertake any other duty as specified by STPCB not mentioned in the above
- To co-ordinate and/or chair review of children on the SEND register
- To ensure that the school can meet the needs of EHC Plans of children wishing to join the school
- To advise the SLT colleagues on any developments in legislation/teaching methodology that has implications on the school's provision for SEND
- To ensure the department runs a smooth programme of self-review which evaluates its interventions and provides a clear indicator of value for money

Continuing Professional Development - Personal

1. In conjunction with the Associate Headteacher, take responsibility for personal professional development, keeping up-to-date with research and developments related to school efficiency, which may lead to improvements in the day-to-day running of the school.
2. Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.
3. Maintain evidence to support the Appraisal process - evaluating and improving own practice.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Associate Headteacher or the incumbent of the post.



Compiled by: Mrs M Green	Revision Number 1
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