

Perrymans Farm Road

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Job Description

Special Educational Needs & Disabilities Co-ordinator (SENDCO)

Purpose of the Post

To carry out the duties of a school teacher as set out in the current School Teachers' Pay and Conditions document, having due regard to the relevant curriculum, the school aims and objectives, schemes of work and policies of the Governing Body.

To share in the well-being and discipline of all pupils.

To have responsibility and devolved leadership under the direction of the Head Teacher for the strategic leadership and management of SEND across the school.

Accountability for leading, managing and developing pupil development across the curriculum

Working with all staff across the school:

- Work closely with all staff to ensure that the needs of children are effectively met
- Organise support from a variety of providers
- Maintain appropriate resources for the support of children with SEND and ensure they are used and organised across the school
- Collate evidence and apply for EHCs as appropriate.
- Support teachers in planning and assessment of SEND
- Review the policy as necessary
- Ensure consistency of approach through liaising with Team Leaders
- Lead INSET sessions as required
- Develop support and links with the wider community
- Manage a budget
- Contribute to the School Development Plan through SEND action plans
- Responsible for providing relevant information to parents and Governors
- Attend INSET as appropriate and feed back to staff

Impact on educational progress beyond assigned pupils

Working with staff across the school:

- Monitor and provide evaluation of the provision for SEND in lessons observed
- Monitor standards of pupil behaviour in lesson observations



Leading, developing and enhancing the teaching practice of others

Working with staff across the school:

- Maintain personal expertise and share this with other teachers
- Act as a role model of good classroom practice for the other teachers, modelling effective strategies with them
- Monitor and evaluate standards of teaching, identifying areas for improvement
- Ensure that feedback from lesson observations is appropriately reflected in teachers' planning
- Plan and implement strategies to improve teaching where needs are identified
- Ensure that teachers are aware of the needs of inclusion of all pupils and make provision for this in their planning