

HILLBOROUGH INFANT AND NURSERY SCHOOL



Job Description

TITLE: SENDCo

RESPONSIBLE TO: Head Teacher

GRADE: Mainscale/Upper Pay Scale + SEND Allowance

PURPOSE OF POST: To assist the Headteacher/SLT in ensuring inclusive practice is developed to promote highest standards of pupil achievement for all. The SENDCo/teacher will contribute to the School Development Plan, supporting the ethos, aims and vision of the School.

ORGANISATION CHART:

Headteacher



SENDCo

The role is to:

1. Maintain a thorough and up to date knowledge of SEND and champion SEND throughout the School;
2. Play a key role in the planning, development, implementation and evaluation of systems for identifying, assessing and reviewing SEND policy and practice throughout the school, including curriculum entitlement, continuity, progression and the EHCP progress;
3. Liaise with staff at all levels in order to identify, develop, disseminate, monitor and evaluate the most effective target/objectives, teaching approaches and learning activities. To collect and interpret specialist data and use the analysis to inform practice to meet the needs for pupils with SEND;
4. Lead, manage, develop and monitor the impact of the School's provision of effective intervention programmes, including national, LA and bespoke programmes;
5. Provide regular data analysis and information to staff and reports to Governors and SLT on the effectiveness of provision for SEND pupils and to inform decision making and policy review;
6. Liaise effectively with other schools to ensure effective transition and good continuity when pupils with SEND transfer and to develop effective liaison with other

schools/external agencies/organisations in order to maximise support for pupils with SEND;

7. Develop and maintain effective partnership with pupils, parents and school staff to promote pupil's learning, communicate effectively, provide information to parents about targets, achievements and progress including realistic expectations of behaviour;
8. To support staff in understanding the learning needs of pupils with SEND and the importance of raising their achievement by arranging and delivering INSET and internal training;
9. In conjunction with the Headteacher agree the SEND budget and ensure that resources, including SEND/Behaviour support staff, are managed efficiently so that teaching and learning is effectively supported;
10. Provide support and guidance to colleagues within and beyond the School and attend relevant training to update skills and knowledge.
11. Lead, manage and prepare education advice for and submitting Education Health Care Plans and to chair and organise Annual Review meetings and school liaison meetings;
12. To take on the role of CP and LAC designate in school and responsibility for safeguarding;

PRINCIPAL RESPONSIBILITIES:

The teacher will undertake all duties required of a Qualified Teacher identified in the School Teacher's Pay and Condition Document and may be required to undertake teaching.

1. Assist in whole school, year group and lesson planning which meets the needs of all pupils.
2. Co-ordinate / act as a subject specialist in SEND including monitoring and assessment, policy assessment and teaching strategies, consulting with colleagues and feeding back to the SLT.
3. To carry out the teach, assess, plan and review cycle with whole classes/small groups. Monitor and assess pupil results and progress, ensuring appropriate records have been kept, and use performance data to inform individual pupil, class and year group targets, lesson planning and the preparation of differentiated work, which meets the needs and potential of all pupils.
4. Support the school's pastoral system, within the year group, class and individuals.
5. Play a full part in the life of the school community, supporting the ethos of the school, and encouraging staff, parents and pupils to do likewise.
6. Comply with school policies and procedures in areas such as assessment, marking, behaviour management, communication with parents, teaching English as an Additional Language, G & T, SEN, SEMH and LAC pupils, induction, planning, attendance at = staff meetings, parental events etc.
7. Contribute to the school's performance management process, coaching and mentoring colleagues and a range of students, as required, monitoring some teaching in the curriculum area and the input of class support staff.
8. Contribute to the effective deployment of support staff and resources (ICT and resources) within the class.

9. Ensure personal professional development, being up to date in national and local developments, participating in whole school and individualised INSET and sharing with others.
10. Any other duties as directed by the Headteacher.

DIMENSIONS:

Financial Resources: In conjunction with Headteacher, work on plan for SEND budget

Other: None

CRB

Because of the nature of this job, it will be necessary for an Enhanced criminal record Disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the School/Authority. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

Disclosures are handled in accordance with the CRB Code of Practice which can be accessed via www.disclosure.gov.uk

The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

CVs will not be accepted for any posts based in schools.

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Person Specification

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E):- without which candidate would be rejected.

Desirable (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
Experience	Experience of working as a SENDCo or with SEND children. Experience of working with children with a range of SEND. Experience of working both as team member and team leader.	1,2 1,2	Working with children with English as an Additional Language, More Able & Talented, LAC and Traveller pupils.	1,2
Skills/Abilities	Able to communicate with a variety of stakeholders (e.g. colleagues, parents, external agencies). Able to use IT to support both the curriculum and work organisation. Able to work as part of, and contribute to, a whole-school, multi-disciplinary team. Able to monitor and evaluate teaching and learning. Able to identify the necessary resources which ensure high quality teaching and learning. Able to assess the needs of individuals to inform lesson planning. Able to deliver high quality lessons, evaluate the impact of these and develop future planning accordingly. Able to converse with ease with members of the public and	1,2 1,2 1,2 1,2 1,2, 5 5 1,2		

	provide help or advice in accurate and fluent English			
Competencies	<p>Able to demonstrate appropriate motivation to work with young people.</p> <p>Able to form appropriate relationships with young people.</p> <p>Emotional resilience in working with challenging behaviours.</p> <p>Appropriate attitudes to use of authority and maintaining discipline.</p>	<p>1,2</p> <p>1,2</p> <p>1,2</p> <p>1,2</p>		
Equality Issues	<p>Demonstrate commitment to inclusive teaching and learning.</p> <p>Awareness of the effects of discrimination on pupils, parents, colleagues and policy.</p>	<p>2,5</p> <p>1,2</p>		
Specialist Knowledge	Subject (SEND/SEMH/EAL etc.), KS, curriculum knowledge. SEND Code	1,2,5	G & T, LAC Safeguarding/CP	1,2
Education and Training	<p>Qualified Teacher Status.</p> <p>National Award for SEN Co-ordination or be working towards achieving the qualification within 3 years of appointment providing you have not previously been the SENDCo at another mainstream school for a period of more than 12 months.</p> <p>Evidence of on-going CPD related to SEND, EAL, LAC and More Able and Talent.</p>	<p>4</p> <p>1,2, 4</p>	<p>Evidence of meeting the threshold standards.</p> <p>Sustained and substantial performance in threshold standards.</p>	<p>1,2</p> <p>1,2</p>
Other Requirement				

(1=Application Form, 2=Interview, 3=Test, 4=Proof of Qualification, 5=Practical Exercise)

We will consider any reasonable adjustments under the terms of the Disability Act (1995) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The postholder will ensure that school's policies are reflected in all aspects of his/her work, in particular those relating to;

(i) Equal Opportunities

- (ii) Health and Safety
- (iii) Data Protection Act
- (iv) Code of Conduct

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