

## Job Description

<b>Post Title</b>	SENDCo
<b>Salary</b>	UPS3 £50,571 plus SEN Allowance £2,384
<b>Contract Type:</b>	Permanent
<b>Reporting to:</b>	Assistant Headteacher (SEND)

All duties will be expected to be carried out according to agreed School Policies and Procedures.  
Due regard will be given to appropriate confidentiality concerning school matters at all times.

<b>Purpose</b>	<ul style="list-style-type: none"> <li>• <b>Extend the leadership of the Executive Headteacher</b>, contributing to the strategic direction and effective leadership of the whole school.</li> <li>• <b>Lead the day-to-day coordination of SEND provision</b>, ensuring students with additional needs receive timely and effective support that enables them to flourish</li> <li>• <b>Oversee the identification, assessment, and provision for students with SEND</b>, maintaining accurate records and ensuring compliance with the SEND Code of Practice</li> <li>• <b>Work under the strategic direction of the Assistant Headteacher (Inclusion &amp; SEND)</b>, implementing agreed priorities and contributing to whole-school inclusion initiatives.</li> <li>• <b>Manage and deploy the SEND support team effectively</b>, ensuring staff are well equipped to meet diverse learner needs</li> <li>• <b>Support high-quality learning and teaching</b>, advising and working with colleagues across the school to embed inclusive practice.</li> <li>• <b>Engage with parents, carers, and external agencies</b>, ensuring strong communication and collaborative support for students with SEND</li> <li>• <b>Promote the school's ethos and values</b>, ensuring dignity, inclusion, and flourishing underpin SEND provision and practice <b>Embody and promote the Christian ethos of the school</b>, ensuring its values underpin practice, relationships, and the wider school community.</li> </ul>
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<b>Key Accountabilities</b>	<p><b>Operational Leadership of SEND Provision</b></p> <ul style="list-style-type: none"> <li>• Coordinate the day-to-day organisation of SEND support across the school, ensuring interventions are timely, appropriate, and effective</li> <li>• Implement the strategic direction set by the AHT for Inclusion &amp; SEND, translating it into practical provision and support for students</li> </ul> <p><b>Identification, Assessment &amp; Record-Keeping</b></p> <ul style="list-style-type: none"> <li>• Oversee the identification and assessment of students with SEND, ensuring accurate and up-to-date records in line with statutory requirements</li> <li>• Manage and maintain SEND registers, Individual Education Plans (IEPs), and contributions to Education, Health and Care Plans (EHCPs)</li> </ul> <p><b>Staff Support &amp; Deployment</b></p> <ul style="list-style-type: none"> <li>• Line manage and deploy the SEND support team effectively, ensuring staff are trained and resourced to meet diverse learner needs</li> <li>• Provide advice, guidance, and professional support to teachers to embed inclusive classroom practice</li> </ul> <p><b>Student Support &amp; Outcomes</b></p> <ul style="list-style-type: none"> <li>• Monitor the progress, attainment, attendance, and wellbeing of students with SEND, ensuring provision is adapted where necessary to secure strong outcomes</li> <li>• Support reintegration or transition planning for students with SEND moving between phases or settings</li> </ul> <p><b>Partnerships &amp; Communication</b></p> <ul style="list-style-type: none"> <li>• Work collaboratively with parents, carers, and external agencies to provide joined-up support for students with SEND</li> <li>• Report on SEND provision and outcomes to the AHT for SEND, contributing to internal reviews and external inspections</li> </ul> <p><b>Ethos &amp; Values</b></p> <ul style="list-style-type: none"> <li>• Model and promote the school's Christian ethos and values, ensuring inclusion, dignity, and flourishing are central to SEND provision and practice</li> </ul> <p><b>Extended Leadership Contribution</b></p> <ul style="list-style-type: none"> <li>• Contribute actively to whole-school improvement priorities as a member of the Extended Leadership Team</li> <li>• Ensure that SEND provision aligns with the school's Christian ethos, values, and commitment to ensuring all students' flourish.</li> </ul>
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Signed: ..... (Post Holder) Date: .....

Signed: ..... (Line Manager) Date: .....

The particular duties assigned to this post are set out above but should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required. These duties may be reviewed and amended in consultation with the post holder in light of any changes in the requirements and priorities within the school. Such variations are a common occurrence and cannot of themselves justify a re-grading of the post.

