JOB DESCRIPTION – SENDCo & Inclusion Leader

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| **Core purpose:** | The SENDCo will work closely with the Leadership Team to ensure that the legal requirements for special educational needs provision and inclusion are met. The SENDCo will oversee the operation of the SEND Policy with the aim of raising SEN pupil attainment. The SENDCo is a member of the Senior Leadership Team and will support the Head Teacher in all aspects of the school life. They will share in the overall strategic leadership of the school by working closely with the Head Teacher and the SLT to support the implementation of the School Development Plan. |
| **Reporting to:** | Head Teacher |
| **Hours:** | Full Time as specified within the conditions of employment for SEND in the School Teachers' Pay and Conditions Document |
| **Salary Scale:** | MPS/UPS + SEN2 |
| **Grievance officer:** | Head Teacher / Chair of Governors |

**Key Tasks and Responsibilities:**

**Strategically develop the curriculum and school improvement priorities:**

* Support and secure the commitment of others to the vision, ethos, direction and policies of the school and promote high levels of achievement in the school;
* Support the creation and implementation of the school development plan, and to take responsibility for appropriately delegating aspects of it;
* Support the evaluation of the effectiveness of the school’s policies and developments and analyse their impact;
* To provide leadership in the development and management of the teaching and learning of key groups of pupils e.g. (SEND, EAL, Gifted and Talented, those on the Child Protection Register and Designated Teacher)
* Support the Head Teacher in safeguarding and promoting the welfare of children as part of the DSL team within school
* To network and liaise across the range of external providers, schools, community and coordinator networks, to ensure a consistency of approach regarding standards, support, transition and high quality learning and teaching
* Ensure that parents are kept well informed about the curriculum, targets, children’s progress and attainment;
* Develop strong relationships with the parents/carers of children who have SEND and run parent events
* Support & develop links with all stakeholders, and ensure smooth transitions are planned for and implemented.
* Monitor and update the SEND register
* Organise referrals to outside agencies as necessary
* Be familiar with and implement the Code of Practice effectively
* To be responsible for Designated Teacher duties for Children Looked After

**Teaching and Learning**

* To promote models of excellent, inclusive classroom practice in whole class and support teaching.
* Identify, monitor and adopt the most effective teaching approaches for pupils with particular needs.
* Monitor the effectiveness of teaching and learning activities to ensure the needs of all pupils are met.
* Promote effective communication, through regular dialogue and feedback with all staff
* Take responsibility for own professional development, staying abreast of new national and local developments, procedures and legislation for SEND / Inclusion and disseminate all necessary information to the Head teacher, Leadership Team and Staff
* To observe teaching and learning across the whole school and feedback to colleagues with a particular focus on engagement and inclusion of all children.
  + Support the Head teacher and SLT in establishing a learning environment that helps pupils develop study skills in order to learn more effectively and with increasing independence;
  + Promote the development of stimulating and challenging learning environment which secures effective learning and provides high standards of achievement, behaviour and self-regulation;
  + Provide pastoral care for children that promotes our school values in line with school policies;
* Support the Leadership Team in the monitoring of the quality and provision for those within vulnerable groups, including the analysis of performance data related to these groups.

**Leading and Managing Staff:**

* Be an effective member of the Leadership Team in communicating decisions, organisational changes and issues / concerns that may have implications for other children/staff within the school
* Identify training needs and provide training opportunities for staff, through INSET sessions, staff meetings and external providers (as appropriate)
* Oversee the support and development of all Teaching Assistants with designated SEND/ Inclusion responsibilities.
* Disseminate good practice for Inclusion across the school; ensuring that all agreed strategies for groups and individuals are being implemented by class teachers / teaching assistants
* Hold regular meetings with Governors linked to areas of responsibility (e.g. SEND Governor).
* Liaise with class teachers and co-ordinate Teaching Assistants and outside agencies for writing ILPs, IBP’s, PSP’s, Pupil Passports and EHCPs.
* Map provision for pupils and take a lead in deploying staff to meet identified needs
* Have a clear understanding of the School Development Plan and work with the Leadership Team to develop priorities related to vulnerable groups.
* Be responsible for collating evidence for specific sections of the school’s Self Evaluation Form.
* Support the Head Teacher in developing positive working relationships with and between all children and staff in the school; actively promoting the commitment of others to the vision, ethos and policies of the school
* Support the appraisal process, using it to develop the personal and professional effectiveness and accountability of all.

**Effective deployment of staff and resources:**

* Support the Head Teacher in the deployment of staff and support those staff in their duties, with specific reference to children with SEND / Inclusion issue
* Management of timetables for SEND staff and children
* Work with the Head teacher and SBM in establishing priorities for expenditure, and in monitoring the effectiveness of spending and usage of resources.
* Identify resources needed to meet the needs of pupils with additional needs

**General**

* Take on any additional responsibilities which might from time to time be determined;
* Contribute to wider school effectiveness such as parents evenings, workshops, and liaison with the local community
* Create and maintain positive and supportive relationships with staff, parents and Governors;
* To engage with appropriate training opportunities to promote professional effectiveness in this role.
* To develop and maintain highly effective inclusion procedures which promote high standards of behaviour and attendance

# **Additional Information**

* To undertake any duties which may be reasonably allocated by the Head Teacher appropriate to the role to ensure the smooth running of the school.
* The post holder is required to respect the confidentiality of all matters relating to the school, children and staff at all times.

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| 1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment. |
| 1. This job description is not necessarily a comprehensive definition of the post. It will be reviewed as necessary as part of the appraisal process and it may be subject to modification or amendment at any time after consultation with the holder of the post. |
| 1. Because of the nature of this job, if you are successful in your application you will be subject to a criminal record check from the Criminal Records Bureau before the appointment can be confirmed. This will be done by means of applying for an “Enhanced Disclosure”. Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent.   4. Every member of staff has a responsibility to safeguard and promote the welfare of children. |

PERSON SPECIFICATION – SENDCo & Inclusion Leader

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| Attributes |  | How identified |
| Qualifications and Experience | Formal Teaching Qualification recognised by the DfE or other appropriate qualification.  SEND Co qualification or NASENCO National Award for SEND Co  Evidence of on-going professional development and a commitment to continuing professional development | Application form/interview  Interview task  Certificate check  References |
| Experience and Skills | Experience with wide range of children with additional needs.  Experience of successful leadership in other schools or educational settings  Experience of leading and managing teams of staff  Significant and substantial teaching experience  Knowledge of relevant legislation, in particular the SEND Code of Practice, equal opportunities and disability discrimination and how these apply to pupils with EHCPs as well as those without  Ability to use data successfully to set targets  Experience of inter-agency work | Application form  Interview task  References |
| Personal Qualities | An enjoyment and passion for working with young people  Excellent interpersonal skills, demonstrating patience, tact and sensitivity  Ability to work well as part of a team with a flexible and co-operative approach  Able to work within time constraints, work under pressure and meet deadlines  Ability to demonstrate a solution focused approach to problems | Interview and references |
| Safeguarding | In addition to candidates’ ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including: -   * Motivation to work with children and young people * Ability to form and maintain appropriate relationships and personal boundaries with children and young people * Up to date safe guarding training * DSL trained or willingness to attend training | Interview  References |