

POST: SENDCo

REPORTING TO: Vice Principal - Inclusion

RELATIONSHIPS: Liaising with Assistant Vice Principals, all Teachers and support staff, Parents and carers and LEA representatives and Trust Members.

PURPOSE: To carry out effectively the duties of a teacher and to lead the strategic development of Special Educational Needs and Disability (SEND) policy and provision in the Academy.

DUTIES:

- To lead the strategic development of Special Educational Needs and Disability (SEND) policy and provision in the Academy.
- To ensure a consistent whole Academy approach to achieving high standards through the high quality delivery of SEND support by all staff to promote outstanding outcomes for students with SEND, including academic progress and other progression indicators.
- To be responsible for the day-to-day operation of the SEND policy and co-ordination of specific provision to support individual students with SEND, ensuring all legal requirements are met.
- To maintain and promote the Academy's pursuit of excellence in all professional practice.
- To fully implement all Academy policies and procedures and contribute to the development of SEND policies.
- To line manage the SEND Team including Teaching Assistants and SEND Administrator.
- To provide high quality Leadership and Management commensurate with the needs of the Academy.
- To be accountable to the Principal for ensuring the educational success of the Academy within the overall framework of the Academy's Raising Achievement Plan (RAP).
- To create a culture of constant improvement within a collaborative professional learning environment.

KEY AREAS OF RESPONSIBILITY:

Strategic Development and Operation of SEND Policy and Provision

- To support individual staff and whole Academy staff in meeting the needs of students with SEND to promote students inclusion in the Academy community.
- To review and update the SEND policy and associated working documents.
- To conduct and co-ordinate reviews for students with Education and Health Care Plans, communicating this to parent/carers regularly and in a timely manner.
- To oversee the reviewing and reporting process for students on the SEND register.
- Ensure that students performance targets are set, monitored and reported and that provision mapping is completed.
- To ensure staff are differentiating learning content to meet the identified needs of students with SEND that enables them to make progress.

- To make applications and co-ordinate Formal Assessment, where appropriate to identify a student's SEND.
- To be the designated teacher for LAC
- Ensure that all assessment data informs planning and sets targets to raise standards.

Leadership and Management

- To prioritise and manage own time effectively, particularly in relation to managing the demands made by teaching, leadership and working with the Inclusion Team.
- Provide an example of excellence as a leading classroom practitioner to inspire and motivate other staff.
- To work with other leaders to promote outstanding progress of SEND students.
- To ensure teaching staff use Teaching Assistants (TAs) as effectively as possible in the planning and delivery of learning for students with SEND.
- Implement the Academy's performance management framework for line-managed staff.
- Ensure that communication channels exist, enabling all SEND staff to receive information they need in order to carry out their professional duties effectively.
- To identify training needs for staff/Inclusion team and organise a relevant CPD programme for all staff within the Academy.
- To quality assure evidence pertaining to the effective use by staff of:
 - key information (SEND register, Student Information Profiles (SIPs), annual review summaries etc.)
 - differentiation
 - deployment of TAs
 - displays and support material for students with SEND.
- To lead on the progression and transfer of students with SEND to Oak Academy.
- To prepare and review information the Academy is required to publish.
- To contribute to the leadership of SEND Teaching and Learning standards across the Academy.
- Lead by example, be personally visible and committed whilst adopting a strong, collaborative and flexible leadership style.
- Secure the commitment of parents and the wider community to the vision and direction of the Academy.
- Work with all stakeholders to generate enthusiasm and commitment.

Securing Accountability

The post holder will:

- Ensure all SEND staff they lead have clearly defined responsibilities and accountabilities.
- Establish strong teaching and learning and behaviour management.
- Establish mechanisms for reporting to all key stakeholders at agreed intervals.
- Maintain high expectations of all staff and be prepared to challenge poor performance.
- Maintain a high profile around the academy.
- Undertake other reasonable duties related to the day to day administration and organisation of the Academy as requested by the Principal.

Additional Duties:

- Any other duties commensurate with this post as directed.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

If teacher - In having a clear grasp of the expectations of this role, the post-holder should make close reference to the ***Teaching Standards (DfES 2012)***

All employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for job applicants with a disability or additional need and continued employment for any employee who develops a disabling condition.

This job needs to be considered in the context of a changing and evolving Academy and therefore the duties detailed here will need to be adjusted to meet the needs of a changing organisation.

This job description will be reviewed at least once a year and may be subject to modification or amendment after consultation with the post holder.

Signed: **Date**
Post Holder

Name:.....

Signed: **Date**
Principal

Safeguarding and protecting our children and young people from harm is central to the Federation's ethos. We want to make sure that children and young people feel safe and secure. This post is subject to an enhanced DBS check.