

# Lincoln Christ's Hospital School

Educating in Lincoln since 1090



## Job Description: SENDCo

**Job Title:** Teacher, SENDCo

**Remuneration:** MPS/UPS plus TLR 2b (£5082) with an additional SEN allowance dependant on experience

**Reporting to:** Assistant Headteacher

**Responsible for:** Learning Support Assistants, SEND Administration staff, Skills Development Centre and the Transition Group Staff

## Job Purpose

To be accountable for provision enabling learner achievement for students identified with SEND by effectively supporting teaching and learning, developing intervention strategies within SEND and line managing a team of people.

## Main Responsibilities

The following list is typical of the level of duties which the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

### Specific Responsibilities

- 1 Be responsible for the maintenance of the SEND register to ensure that there are appropriate Student Profiles, and VSEND profiles, in place for all students with EHCPs and for high profile SEND Support students.
- 2 Coordinate the Student Champion mentoring programme to ensure that students with SEND are supported in school and that all profiles are regularly reviewed, updated and shared.
- 3 Support liaison with other schools to ensure continuity of support and learning during transition for pupils with SEND.
- 4 Support management of school liaison with outside agencies relating to SEND and Inclusion (Education Psychology, Community Paediatrics, Specialist Teaching Team, The Working Together Team, Need Bright Solutions etc.)
- 5 Update the Senior Leadership Team on the effectiveness of provision for pupils within SEND interventions.
- 6 Provide reports (as required) to governing body committees regarding the profile of the current SEND cohort and their progress in school.
- 7 Engage with updates and training around Lincolnshire's Local Offer.
- 8 Have a secure overview of SEN Higher Needs Funding.

- 9 Use Perspective Lite to ensure school practices remain in line with any local changes.
- 10 Attend parental evenings and keep parents informed about their child's progress and SEND status.
- 11 Identify resources needed to meet the needs of pupils with SEND and decide priorities for expenditure.
- 12 Coordinate the system for referrals to learning support to facilitate necessary screening for unmet learning needs and liaison with appropriate outside agencies (Education Psychology, Community Paediatrics, Specialist Teaching Team, The Working Together Team etc.)
- 13 Be responsible for Annual Review meetings. Ensuring their smooth running and that legal requirements are met.
- 14 Be responsible for the completion of EHCN assessments and completion of consultation and planning documentation and attendance to any EHCP meetings.
- 15 Support Pastoral meetings e.g. Pastoral Support Plans, as appropriate and agreed with Assistant Headteacher (Behaviour and Welfare).
- 16 Attend Raising Standards meetings.
- 17 Keep abreast of any national agenda changes to SEND or updates to the Code of Practice to ensure that our provision remains in line with national standards.
- 18 Update (as required by schedule) the school Local Offer and associated policy documents (Accessibility Policy).

### **Whole School SEND Teaching and Learning Responsibilities**

- 19 Be the school expert on all elements of SEND. This will mean working with the Senior Leadership Team to coordinate appropriate training being delivered to enable teaching staff to meet individual's needs.
- 20 Ensure there is annual training on the use the SEND register and requests for SEND support in school and that updates are shared in a timely fashion.
- 21 Lead learning for identified students by developing and implementing screening strategies, data analysis and appropriate intervention programmes within the department and across the school to ensure that identified standards of learner achievement are met.
- 22 Line manage a team of staff including the effective recruitment, appraisal and development of its members in order that the team's objectives are achieved.
- 23 Facilitate an ethos within the SEND team which encourages staff to work collaboratively, share knowledge and understanding, celebrate achievements and accept responsibility for outcomes.
- 24 Complete EHCNA referrals, gathering evidence to support applications and advising staff of effective strategies.
- 25 Deploy LSAs effectively to ensure all statutory duties of support are covered.

### **Generic Responsibilities**

- 26 Create and manage the SEND learning environments and achieve a supportive culture and behaviour management strategy that enables learners to achieve their potential.

- 27 Contribute to the monitoring and development of *intervention strategies* to ensure suitable opportunities are provided for learner aspirations to be met.
- 28 Plan effectively in the medium and long-term in regards SEND interventions and support preparation of lessons to ensure coverage of the curriculum and the needs of learners are met.
- 29 Ensure the appliance of a range of teaching and learning strategies, including implementing inclusive practices to ensure that the diverse needs of learners are met and excellence and enjoyment is achieved within the Dept.
- 30 Assess, record and report on the development and progress of learners within SEND interventions and analyse relevant data to promote the highest possible aspirations for learners and target expectations and actions to raise learners' achievements.
- 31 Demonstrate ongoing development and application of teaching expertise and subject specialism and/or phase knowledge to enrich the learning experience within SEND.
- 32 Work collaboratively within and beyond the classroom with support staff (including directing their day-to-day work), teachers, other professionals, parents, agencies and communities, to enhance teaching and learning and promote the positive contribution and well-being of learners.
- 33 Work collaboratively with the pastoral and inclusion team, ensuring the effective implementation of the LCHS inclusion conference.
- 34 Promote and implement policies and practices that encourage mutual tolerance and respect for diversity in all aspects of employment and service delivery.

Signed: .....

Headteacher

Date: .....

Signed: .....

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Date: .....