

SENDCO

Full time and permanent – MPS/UPS + TLR1A



Job Description

Purpose

- To lead the development of teaching and learning for SEND students across the school
- To have responsibility for measuring the impact of SEND provision across the school
- To have day-to-day responsibility for the coordination of SEND provision to support individual pupils
- Monitor, evaluate and review the curriculum delivered to pupils ensuring it meets their needs, deepens their learning and leads to outstanding outcomes
- To inspire and engage staff and pupils in the vision for the school

Leading Achievement

- Be accountable for outcomes for SEND students across the school
- Line manage SEND staff, holding them to account for effectiveness by providing challenge and support
- Ensure effective strategies are in place to enable all pupils to make good progress
- Collaborate with Achievement colleagues at KS3 and KS4 to track SEND student achievement regularly across the school, transforming data into action
- Lead on intervention for SEND students ensuring all groups of pupils make good progress

Leading Curriculum

- Quality assure the curriculum offer for SEND students ensuring it is fit for purpose
- Ensure best practice is researched and shared in relation to highly effective SEND curricula

Leading Teaching and Learning

- Collaborate with Teaching and Learning colleagues to articulate and secure high expectations for yourself and all staff for quality teaching and learning for SEND students
- To role model effective practices with regard to planning to meet the needs of all learners, delivery of engaging lessons, frequent and accurate assessment and feedback, and intervention
- To line manage and appraise the SEND team to ensure that the quality of provision is routinely monitored by various means

Leading School Ethos and Culture

- Ensure that the school's vision is clearly and effectively articulated, shared and acted upon by all members who teach SEND students
- Promote the school's ethos and culture to the broader community
- Developing self and working with others
- Treat pupils, staff and parents fairly, equitably and with dignity and respect to create and maintain a positive school culture
- Celebrate the achievements of individuals and the SEND team through the half termly newsletter and events
- Manage own workload and that of others to allow an appropriate work/life balance

- Regularly review own practice, set personal targets and take responsibilities for own personal development
- Engage in research around current educational initiatives including government policies in areas commensurate with the post

Securing Accountability

- Develop an ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes
- Ensure individual staff accountabilities are clearly defined, understood, agreed and are subject to rigorous review and evaluation
- Provide the Assistant Headteacher for Inclusion with key information and reporting required as part of a line management process
- Contribute to SEND improvement planning

Other Specific Duties

All Teaching Staff are expected to meet the relevant Professional Standards for Teachers in addition to the job description detailed above.

Many specific responsibilities will require collaborative working with other team members, which the post holder will proactively develop. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. The post holder will be expected to comply with all reasonable requests from the Headteacher to undertake work of a similar level that is not specified in their job description.

This post is subject to Enhanced DBS disclosure and basic online checks.

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Person Specification

Job Requirements	Status of Criteria		Method of assessment	
	Essential	Desirable	Application	Interview/task
Training and Qualifications				
Qualified Teacher Status	✓		✓	
Graduate qualification	✓		✓	
National SENDCo Qualification		✓	✓	
Commitment to complete the Award for SEN Coordination if not already held	✓		✓	
Experience				
Proven track record of highly effective teaching and excellent outcomes	✓		✓	✓
Development of good working relationships with parents or carers, and other stakeholders	✓		✓	✓
Experience of using data to track and monitor the progress of students	✓		✓	✓
Understanding of current trends in education both locally and nationally	✓		✓	✓
Experience of being involved in school wide systems e.g. Quality Assurance of teaching, learning and assessment, department self-evaluation and improvement planning		✓	✓	✓
Professional Knowledge				
Understanding of the role of the SENCO	✓		✓	✓
Understanding of effective progress monitoring and intervention strategies	✓			✓
Competence in the use of ICT relevant to the post	✓			✓
Knowledge of effective strategies for supporting staff to improve teaching and learning	✓		✓	✓
Effectively analyse, prioritise and action plan	✓			✓
Knowledge of the distinctive nature of a Catholic school	✓		✓	✓
Personal skills and qualities				
An inspiring and highly skilled classroom teacher who models exemplary practice to all members of the school community.	✓		✓	✓
A vision for high quality inclusive education.	✓			✓
Willingness to accept the demands and challenges of the post and respond in a flexible and approachable manner.	✓		✓	✓
Able to work under pressure and manage own workload and commitments through excellent time management skills.	✓			✓
Practising Catholic.		✓	✓	✓
Excellent communication skills.	✓		✓	✓
Sense of humour.	✓			✓
A desire to develop & inspire others.	✓			✓