**Job Description – SENDCO**

|  |  |
| --- | --- |
| Job title | **SENDCO** |
| Grade | **MPS/UPS TLR 1** |
| Responsible to | **SENCO** |
| Responsible for | **The learning of learners, their well-being and their ongoing achievement in all teaching groups** |
| Effective from | **September 2025** |

|  |
| --- |
| **Summit Learning Trust Mission Statement**  Success through Endeavour  Ambition through challenge  Strength through diversity |

**General responsibilities and duties:**

* To carry out the professional duties as reasonably requested by the Principal.
* To be a consistently ‘good’ and often ‘outstanding’ teacher who meets the relevant set of personal professional standards for the specific pay phase and takes responsibility for personal professional development.
* To act as a role-model for learners and other members of staff and represent the school in a manner consistent with its ethos and values.
* To ensure that all work with learners underpins and promotes the school’s ethos and values as reflected in the mission statement of the Summit Learning Trust.
* To promote and safeguard the welfare of all learners at Lyndon School, Summit Learning Trust.

**Specific Duties:**

**Main purpose of the post**

The post holder’s principal accountability will be to:

* To implement, monitor and evaluate the effectiveness of a range of tracking tools and systems that capture the incremental stages of academic, social and emotional progress and disseminate quantitative and qualitative findings to key colleagues
* Deliver and model teaching and learning to a high standard for colleagues, offering practical support and advice enabling them to Implement high quality provision to pupils with SEND.
* Offer support and advice to teaching assistants enabling them to offer high quality provision to pupils with an education health care plan
* Coordinate the schools’ responsibilities in evidencing the graduated approach during the statutory assessment process, with a view to ensuring that pupils with a high level of need obtain an educational health care plan
* Oversee the day-to-day operation of the school’s inclusion policy

**Professional responsibilities**

* Coordinating and monitoring high quality provision for children with SEND
* Maintaining the Special Educational Needs Register, Provision Map and keeping precise data on pupils with Special Educational Needs
* Ensuring that information required for statutory assessments is completed to a high standard and forwarded to the Local Authority within externally set timeframes
* Coordinating the organisation of target setting and one-page profiles, meeting with teachers and support staff each term to review progress
* Organising and implementing Annual Reviews for all learners with education health care plans
* Working alongside the Trust SENCO and Vice Principals to maintain and monitor high quality intervention programmes to assist lower performing pupils to meet the national performance standard for their age
* Supporting the professional development of colleagues by delivering high quality bespoke INSET on aspects of special educational needs and monitoring effectiveness in collaboration with other leaders
* Teaching individuals and groups of learners with SEND who require very specific, targeted additional provision and ensuring they achieve success
* Overseeing purchasing, and effective use, of SEND resources across the school
* Appropriately deploy and line manage teaching assistants
* Working alongside colleagues across the Summit Learning Trust to ensure collaborative practices regarding SEND are adopted
* Upholding positive partnerships with parents/carers of learners with SEND
* Liaising with external agencies including LA’s support and educational psychology
* Keeping abreast of current thinking in SEND matters, attend relevant training and local network meetings
* Any other appropriate and reasonable activity as may be directed from time to time by the Principal
* Attend weekly senior leadership meetings ensuring the SEND agenda remains as a whole school priority

**Delegated Responsibilities**

* Holding and articulating clear values and moral purpose, focused on providing a world class education for our learners
* Demonstrating optimistic personal behaviour, positive relationships and attitudes towards our learners and colleagues, and towards parents, governors and members of the local community
* Leading by example – with integrity, creativity, resilience, and clarity – drawing on their own scholarship, expertise and skills, and that of those around them
* Sustaining wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursuing continuous professional development
* Communicating compellingly the schools vision and driving the strategic leadership, empowering all learners and colleagues to excel

**Working with colleagues & other adults**

* Attend meetings as requested.
* Establish clear and constructive working relationships with other colleagues in the team.
* Establish good working relationships and practices, focused on maximising progress, with allocated teaching assistants.
* Establish a partnership with parents to involve them in their child’s learning, as well as providing information about curriculum, attainment, progress and targets as required.

**General**

* Oversee the development and organisation of any relevant extra-curricular activities and visits which extend learning beyond the classroom.
* Be open to the possibilities of outreach work within Summit Learning Trust.
* Any other appropriate and reasonable activity as may be directed from time to time by the Principal.

**Notes**

* The above responsibilities are in accordance with the requirements of the Education Act 2002 and statutory orders in terms and duties and working time.
* This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post-holder.

|  |  |
| --- | --- |
| Job description issued by the Principal: |  |
| Copy received by: |  |
| Date: |  |