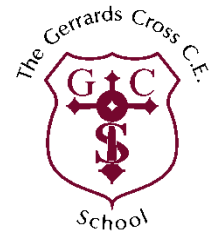


THE GERRARDS CROSS CE SCHOOL

SENDCo – Job Description



Key information:	
Post Title	Special Educational Needs and Disabilities Co-ordinator Member of Leadership Team
Salary	MPS 1 / UPS 3 + fringe + TLR 2.1- £3,391
Purpose of post:	To provide strategic and operational leadership of the provision of pupils with special educational needs and disabilities
Responsible to:	The Headteacher of The Gerrards Cross CE School
Line manager to:	Special Needs Support Assistants Learning Support Assistants Higher Level Teaching Assistant / Pupil Mentor

Description of role:

Responsibilities will include:

GENERAL

- Carry out the duties of a school teacher as set out in paragraphs 52.1 to 52.14 (inclusive) of the 2015 Document including those duties assigned which the Headteacher may reasonably direct from time to time
- Uphold the school's Christian ethos at all times

STRATEGIC LEADERSHIP OF POLICY AND PROVISION

- Ensure that the strategic leadership of Special Educational Needs contributes to the school vision to see 'Every Child Flourishing' and promotes the inclusion of pupils with SEND in all aspects of school life
- Attend weekly Leadership Team meetings as relevant to role
- Ensure that the Leadership Team and Governing Body are well informed about best practice and legislation relating to SEND and inclusion; and that policies and practices relating to SEND are up to date.
- Lead, monitor and evaluate the quality of provision for pupils with SEND
- Attend local meetings and training as required in order to continually develop our policy and practice.
- Ensure that staff are provided with relevant information and training so that they can meet the needs pupils with SEND
- Lead and manage the provision for children eligible for Pupil Premium and those who receive LAC funding
- Produce school documentation as required; for example, SEND Annual Report, SEND Policy, SEND Annual Development Plan; SEND, PPG and LAC data reports

OPERATIONAL LEADERSHIP AND MANAGEMENT OF PROVISION

- Maintain an accurate SEND Register and, together with the class teacher/LSAs, ensure that changes in need / support are actioned as necessary.
- Provide guidance to colleagues about the development and implementation of inclusive practice throughout the school and liaise with teachers, delivering and arranging appropriate training when necessary
- Ensure that paperwork relating to pupils with SEND meets statutory requirements and record keeping and evidence is accessible for requesting additional resourcing for individual pupils.
- Ensure Education, Health and Care Plans (EHCPs) and other SEND pupil documentation are regularly reviewed with pupils, parents and other agencies and recommendations are implemented.
- Liaise with other agencies including schools, educational psychologists, the local authority, health care, and other external providers.
- Lead application for access arrangements for secondary transfer test, and any other national or local testing so that the school meets its responsibilities under the Equality Act 2010.
- Analyse progress and attainment data for pupils with SEND, reporting the outcomes to SLT and governors.
- Use progress and attainment data to inform guidance for colleagues and the provision of appropriate interventions and support.
- Ensure appropriate liaison with agencies involved with LAC pupils and complete termly ePEP paperwork and meetings. To submit attendance information as required for ePEP pupils.

HUMAN RESOURCES and PROFESSIONAL DEVELOPMENT

- Recruit, lead and manage the strongest possible team of Learning Support Assistants
- Lead and manage the team of Support Assistants, ensuring allocation of staff meets the needs of pupils.
- Liaise effectively with staff across school, including class teachers, LSAs and Pupil Mentor to ensure high quality provision for students with SEND
- Lead and manage the Performance Review process for Support Assistants
- Report any underperformance in the Support Assistant team to the Headteacher and work with SLT to support, review and evaluate individual members of staff.
- Ensure an effective induction programme for all Learning Support Staff and to support and encourage their continued development
- Liaise with SLT to arrange training for colleagues so that pupils' needs can be met effectively.
- Identify training needs for staff and recommend how these can be met.

SUPPORT FOR PUPILS WITH SEND

- Identify a pupil's SEND

- Co-ordinate provision that meets the pupil's needs, and monitor its effectiveness
- Communicate regularly and effectively with parents/carers to create positive partnerships
- Ensure if the pupil transfers to another school, all relevant information is conveyed to that school, and support a smooth transition for the pupil
- Promote the pupil's inclusion in the school community and access to the curriculum, facilities and extra-curricular activities

RESOURCES

- Ensure that the best possible resources are available to support children with SEND
- Ensure that the best possible reading resources are available to support the learning of children with SEN
- Ensure appropriate resources are available for all staff delivering interventions.
- Ensure that Health and Safety standards are met and that all necessary risk assessments are carried out and documented. Work with relevant member of the administration team to produce and review PEEPS

SAFEGUARDING

- Ensure the SEND rooms provide a safe environment in which children can learn.
- Safeguard and promote the wellbeing of all children by adhering to school policies and reporting any concerns immediately.

January 2025