

THE GERRARDS CROSS CE SCHOOL

SENDCo – Job Description



| Key information: | |
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| Post Title | Special Educational Needs and Disabilities Coordinator |
| Salary | MPS / UPS + fringe + TLR 2.1- £3,214 |
| Purpose of post | To provide strategic leadership of the provision of pupils with Special Educational Needs |
| Responsible to | The Headteacher of The Gerrards Cross CE School |
| Line manager to | Higher Level Teaching Assistant / ELSA Special Needs Support Assistants Learning Support Assistants |
| Description of role: | |
| MAIN DUTIES Responsibilities will include: <ul style="list-style-type: none">• 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• 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• Ensure that the Senior 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 development of learning and teaching strategies for pupils with SEND• 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• Ensure appropriate liaison with agencies involved with LAC pupils and complete termly ePEP paperwork and meetings. To submit daily attendance information for ePEP pupils• 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.• Carry out observations on individual pupils to advise staff on appropriate provision and strategies.• Liaise with parents and outside agencies relating to all pupils with SEND• Plan, deliver, monitor and evaluate a variety of interventions following discussions with staff and evaluation of assessment results | |

- 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.
- Maintain an accurate SEN Register and, together with the class teacher/LSAs, ensure that changes in need are actioned as necessary
- Retain an overview of SEND Support Plans, ensuring that documentation and provision meet the needs of pupils and statutory provision at all times
- Produce school documentation as required; for example, SEND Annual Report, SEND Policy, SEND Annual Development Plan; SEND, PPG and LAC data reports
- Lead process of application for access arrangements for secondary transfer test, and any other national or local testing
- Liaise with nurseries, secondary schools and other settings to ensure appropriate provision is in place for all pupils with SEND
- Ensure an effective induction programme for all Learning Support Staff and to support and encourage their continued development
- Uphold the school's Christian ethos at all times

HUMAN RESOURCES and PROFESSIONAL DEVELOPMENT

- Recruit, lead and manage the strongest possible team of Learning Support Assistants
- Liaise effectively with staff across school, including class teachers, LSAs and school ELSA to ensure high quality provision for students with SEND
- Lead on the development and implementation of inclusive practice throughout the school and liaise with teachers, delivering and arranging appropriate training when necessary
- Lead and manage the Performance Review process for LSAs

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