Job Description

Job Title: SENDCo

Reporting to: Principal **Grade: As advertised**

Accountable for: Supporting and securing quality first teaching in the classroom to ensure every Teacher is a practitioner of SEND and also enables students with SEND requirements to fully access the curriculum, therefore enabling them to reach their full potential.

Purpose of the Post

- The SENDCo, with the support of senior staff, will ensure that the Academy presents a fully inclusive environment where, no child is disadvantaged because of a special educational need, disability or medical condition.
- To fulfil the role of SENDCo for the Academy and specialist Teacher within area of responsibility.
- To lead, manage, develop and maintain high quality SEND provision which enables high quality teaching, excellent learning outcomes and success for all pupils.
- To have line management responsibilities for those directly supporting children with Special Educational Needs.
- To liaise with professionals from outside agencies to secure the best care and outcomes for pupils.

Main Duties and Responsibilities

- The professional duties of teachers are set out in the School Teachers Pay and Conditions Document and describe the duties required by all teachers.
- To be based with the inclusion team to lead and direct on strategies for students with complex needs.
- Management of identified staff within the Inclusion teams.
- To be a member of the Senior Leadership Team.
- To be responsible for all aspects of pupils with SEND education and welfare in and across the Academy to enable them to participate as members of the Academy.

- To contribute ensuring that SEND is represented in whole school policies, procedures and development planning.

- Provide specialist advice and support to SEND pupils and their families.

- To monitor that the Academy is following DFE regulations through quality assurance of additional support guidance for national statutory tests and assessments.

- To monitor and evaluate the impact of support and intervention for individual pupils ensuring that any behaviour care plans and personalised timetables etc. are both appropriate and effective.

- Provide specialist advice, guidance and support to the educational setting.

- Deliver specialist training to parents, educational providers and professionals from other agencies to promote inclusive practice.

- Network with parents, voluntary organisations, and other services/agencies to ensure information is effectively and appropriately shared.

- Contribute advice and support in the process of early identification, assessment and provision in line with SEND Code of Practice.

- Monitor teaching and learning through observation, talking to children and obtaining data. Then by providing effective feedback, support and advice, raise both the standards and expectations of the pupils.

- Research, develop and share best practice with respect to inclusion and raising attainment within specialist area.

- Ensure that a fair and consistent approach is used throughout the Academy in order to generate a positive unified SEND ethos and create minimal disruptions.

- Advise on access to specialist equipment and resources and be responsible for requesting orders for specialist equipment ensuring that all specialist equipment supplied is properly maintained and correctly used.

- Engage in own professional development, updating knowledge and skills relating to educational issues and contribute to in-service events and professional development of others. Thereby ensuring that any development undertaken helps to meet the needs of pupils with SEND requirements.

- Provide information to the Principal about the effectiveness of SEND provision and a further requirements that may be needed.

- Prepare advice and information materials for parents, staff and other agencies.

- Misc additional roles

Important Attributes

- To deliver a strategic direction for the development and evaluation of SEND provision.
- To provide advice, support and training to all staff in order to ensure that the statutory responsibilities to SEND children are met.
- To keep up to date with new legislation, research and initiatives in order to promote best practice and ensure compliance.
- To contribute to identification, assessment and monitoring procedures for pupils with SEND ensuring that all pupils achieve and make significant and continuing progress.
- To promote inclusion and achievement for all pupils.
- Liaise with other professionals and lead/attend Local Authority Panel meetings, CP, LAC, CIN, & TAC meetings, where necessary.

Additional Responsibilities

- Dealing with any immediate problems or emergencies according to the Academy's policies and procedures.
- Respecting confidential issues linked to home/students/teacher/Academy work.
- Fire Marshall Duties in the case of Fire and/or Emergency Evacuation where applicable.
- To comply with the Academy's Child Safeguarding Procedures, including regular liaison with the Academy's Designated Child Safeguarding Person over any safeguarding issues or concerns.
- To comply with the Academy policies and procedures at all times.
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Personal Contacts

External: Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

Internal: Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.