

Job Description

Job Title: SENDCo

Reporting to: Vice Principal, Deep Support

Grade: TLR 2a

Accountable for: Inclusion Co-ordinator

Overall purpose of the post:

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 lead, manage, develop and maintain high quality SEND provision, which enables high quality first teaching, excellent learning outcomes and success for all pupils.

To liaise with professionals from outside agencies to secure the best care and outcomes for pupils.

Main duties and responsibilities:

- To lead and direct on strategies for students with complex needs;
- Management of Inclusion Co-ordinator and SEND Officer (if applicable);
- To be a member of the Senior Leadership Team;
- Have responsibility for all aspects of SEND education and welfare in the Academy;
- To ensure that SEND is represented in whole school policies, procedures and development planning;
- To deliver a strategic direction for the development and evaluation of SEND provision;
- To provide advice, support and training to all staff 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 to ensure 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 and TAC meetings, where necessary;
- Provide specialist advice and support to SEND pupils and their families;
- Ensure the academy is following JCQ regulations through quality assurance of Exam Access Arrangements and manage the audit of files by JCQ inspectors;
- To monitor and evaluate the impact of support and intervention for individual pupils.
- Ensure behaviour care plans and personalised timetables etc. are appropriate and effective;

- Deliver specialist training to parents, educational providers and professionals from other agencies to promote inclusive practice;
- Liaise with parents, voluntary organisations, and other services/agencies to ensure information is effectively and appropriately shared;
- Contribute 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;
- Provide effective feedback, support and advice to raise the standards and expectations of students;
- Research, develop and share best practice with respect to inclusion and raising attainment within specialist area;
- Advise on access to specialist equipment and resources including requesting orders and ensuring all specialist equipment is maintained and used correctly;
- Demonstrate the effectiveness of SEND provision and a further requirements to the Principal;
- Prepare advice and information materials for parents, staff and other agencies.

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 were 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.