



Job Profile – SENDCo

Post Title: SENDCo

Salary: MPS/UPS plus SEN1 plus TLR

Location: Reigate Valley College/Hybrid

Directly Accountable To: Director of Education

Key Accountabilities

- Strategic development, evaluation and implementation of the school's special needs policy and provision.
- Supporting all staff in identifying, assessing and planning to meet the needs of all students who have special educational needs.
- Liaising with parents/carers and a range of specialists and agencies to plan and evaluate provision, including preparing and reviewing formal documentation on behalf of students.
- Effective and efficient deployment of resources to meet the other accountabilities.

SEND

- Lead in implementation of the Code of Practice 2014
- Maintain and develop the SEND policy and School Information Report (SIR)
- Provide strategic leadership regarding SEND and inclusion provision throughout the school
- Ensure that the SEND policy and practice is compliant with legislation and best practice and is being effectively administered
- Support the identification of needs and promote quality first teaching for students with SEND and maintain the SEND register
- In liaison with the exams officer complete applications for relevant exams access arrangements, drawing on relevant assessment information, to ensure that all students gain their full entitlement to support in exams
- Compile and evaluate the school's provision map and compile intervention programme
- Implement and lead on interventions and track progress for impact
- Regularly monitor progress against targets for students with SEND
- Monitor the quality of SEND support delivered both colleagues through lesson observations, work scrutiny, records of student progress and effectiveness of interventions; use these analyses to guide future provision and staff CPD
- Lead on SEND aspects of School website
- Lead on Annual Reviews for children with Education and Health Care Plans
- Lead on applications for Education and Health Care Plans or Top Up Funding
- Liaise with outside professionals, including Educational Psychologists, Case Workers, CAMHS professionals
- Work in close partnership with families, including liaising with parents and carers concerning: pupil progress and concerns; updates to EHCPs; the use of external agencies for identifying SEND; and to be proactive in communication about these issues
- Liaise closely with our Safeguarding team over Child Protection concerns for children with SEND
- Liaise closely with staff from excluding and receiving schools to ensure continuity of provision
- Develop and monitor school induction processes to ensure they allow for early identification and meeting of individual needs

Teaching and Learning

- Model and share best SEND practice across the school.
- To model approaches and team teach alongside colleagues to develop highly effective practice, such as effective interactive teaching, modeling new concepts, classroom management, behaviour for learning
- To fulfill a teaching role that may include: delivery of interventions, team teaching, class and outreach teaching

- Teach a primary or secondary subject
- Model positive behaviour for learning and restorative approaches to managing conflict

Staff Management and Development

- Line manage assigned staff on a day to day basis
- Support staff to ensure their wellbeing and development of performance
- To lead CPD for teachers and support staff
- To demonstrate a commitment to his/her own continuing professional development and that of all staff
- To be involved in assessing the professional development needs of staff

Other Responsibilities

- Be aware of and respond appropriately to any health and safety, child protection and safeguarding issues raised by staff, children or families
- Take on any additional responsibilities that might from time to time be determined by the Headteacher, as consistent and reasonable to your job duties.

Person Specification

Qualifications

- Degree or equivalent
- QTS
- Holder of a NASENCO Qualification or currently working towards it

Experience

- Proven track record of high quality secondary teaching
- Experience of working with students with SEN, including those presenting with challenging behaviour
- Evidence of excellent behaviour management skills

Skills and Knowledge

- Good knowledge of effective strategies for teaching and learning
- Ability to analyse data and use this to inform strategic planning
- Ability to use evidence to inform most appropriate strategies to support student progress
- Ability to communicate effectively in various forms
- Good knowledge of current educational issues

Personal Qualities

- Ability to establish effective working relationships with all members of the school community, parents and external partners/agencies
- Ability to hold others to account, providing support and challenge as necessary
- Strong personal drive and commitment to see tasks through to completion
- Ability to effectively prioritise tasks and manage own time

Other Factors

- A commitment to Equal Opportunities
- Enhanced DBS
- Satisfactory reference from current employer
- A valid UK driving license and use of car with appropriate insurance cover