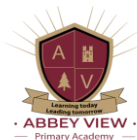

Special Educational Needs and Disabilities Coordinator **(SENDCo)** **Job Description**



Please note that many of these responsibilities will overlap with the Trust SENDCo and will be supported by Trust wide systems, approaches and procedures.

Teaching and learning

Be responsible for promoting and safeguarding the welfare of children and young people within the Academy, raising any concerns following Academy procedures

Identify and adopt the most effective teaching approaches for SEND pupils monitor teaching and learning activities to meet the needs of SEND pupils

Liaise with other schools and academies to ensure continuity of support and learning for transferring SEND pupils.

Promote inclusive best practice and contribute to the aims and ethos of the Academy

Recording and assessment

- Set targets for raising achievement and ensuring progress among SEND pupils and other groups as appropriate
- Collect and interpret specialist assessments and tracking data and share with other staff, the Academy Committee, external professionals and parents as appropriate
- Set up systems for identifying SEND, and assessing and reviewing SEND provision. This includes creating and monitoring EHC plans, provision maps and with class teachers and teaching assistants
- Update the Principal, Trust SENDCo and Academy Committee on the effectiveness of provision for SEND children
- Keep parents/carers informed about their child's progress through individual meetings and at parents' evenings
- As necessary, prepare applications for EHCPs and co-ordinate and attend annual reviews
- Assist leaders and teachers in making applications for additional support, time and/or specific papers for end of Key Stage assessments
- Maintain SEND register
- Evaluate the effectiveness of provision

Co-ordinating SEND

- Ensure all members of staff are able to recognise and fulfil their statutory responsibilities to SEND pupils
- Provide training opportunities for teachers and teaching assistants to learn about inclusion, including whole-Academy Inset
- Disseminate good practice in inclusion across the Academy
- Identify resources needed to meet the needs of SEND pupils and, where appropriate, manage the SEND budget
- Work with the Senior Leadership Team, Academy Committee and Trust SENDCo on the strategic development of SEND and inclusion, including reviewing and formulating appropriate policies
- To line manage a given amount of teaching assistants, as appropriate
- Support pupil progress meetings, recording agreed provision within provision maps.

- To be involved in the appointment of teaching assistants, as appropriate
- To work with the Senior Leadership Team and other key staff on developing the effectiveness of transition arrangements between the Nursery (and other pre-school settings) and Foundation Stage and KS2 with secondary school
- Liaise with the Educational Psychology service and other specialist and support agencies
- To keep abreast of developments in SEND (e.g. research, changes to the law) and inform staff, parents/carers and the Academy Committee as necessary
- To attend appropriate training, CPD and conferences and provide feedback to colleagues
- Lead CPD on SEND and inclusion matters as needed across the Academy
- Work with the Senior Leadership Team to plan the overall deployment of teaching assistants throughout the Academy
- Undertake SEND self-evaluation, contributing to the Academy SEF and improvement plan and planning for continuous improvement in inclusion practice
- Model good practice in teaching pupils with SEND including those with severe complex needs
- Develop links with Trustees, the Academy Committee, the Local Authority, external agencies and neighbouring schools and academies

Any other reasonable duties that the Principal may from time to time ask the postholder to perform. This Job Description should be read alongside the range of professional duties of Teachers as set out in the Teachers' Pay and Conditions Document. Teachers should also have due regard to the Teacher Standards.