



St Elphege's Catholic Schools



SANCTA FAMILIA
CATHOLIC ACADEMY TRUST

SENDCo

St. Elphege's RC Infant School
St Elphege's RC Junior School

Job Description

Job Title:	SENDCo - St. Elphege's
Salary:	M4 -M6 + SEN Allowance
Line Manager:	Inclusion Manager
Start Date:	September 2026
FTE:	0.6

SENDCo - St. Elphege's Infant and Junior Schools

Within the ethos of a Catholic school, the search for excellence is expressed in teaching and learning which responds to the needs and aspirations of its pupils and staff and acknowledges their individual worth as children of God.

The position is subject to the current conditions of service for Teachers contained in the School Teacher's Pay and Conditions document and other current education and employment legislation.

PURPOSE OF THE ROLE

- To share in the responsibility for the delivery of a broad and balanced curriculum in St Elphege's School.
- To work in partnership with the Inclusion Manager to ensure needs are met through appropriate provision.
- To be responsible for the supervision of support staff who work with SEND, DA and vulnerable pupils.
- To provide professional guidance in the area of SEND, in order to secure high quality teaching and learning and the effective use of resources to bring about improved standards of achievement for all pupils.
- To ensure all staff fulfil their teaching responsibilities in regard to pupils with SEND, disadvantaged and vulnerable pupils.
- To share in the development of the curriculum in St Elphege's, ensuring skills, knowledge and investigation are central to its delivery.
- To use all data collected to review teaching and learning for all these groups of pupils and to identify areas of strength and areas for development.
- To take an active role in the dissemination of good practice across the schools and to act swiftly to progress areas which require development.
- In conjunction with senior leaders, promote a culture of inclusion for all stakeholders.
- To remain in close liaison with all members of the SLT and the local governing body to ensure the efficient running of the St. Elphege's Schools in SEND provision.
- To promote and develop links with relevant agencies and the wider community.
- To support and provide training for colleagues, including organising and quality assuring the implementation and delivery of any intervention programmes.
- Monitor and evaluate the teaching and learning across the school ensuring continuity and progression in regard to SEND.

SAFEGUARDING

- To know child protection procedures in both schools and in both Sutton and Croydon local authorities.
- Promote a strong culture of safeguarding in the infant and junior schools.
- To keep the Head Teacher & ExHT informed of all aspects of the role which relate to safeguarding of children.
- To keep abreast of and ensure the implementation of relevant safeguarding guidance, for example, Keeping Children Safe in Education.

DEVELOPING THE FAITH LIFE OF SCHOOL

- To promote the Catholicity of the schools in all areas of worship, learning and relationships.
- To maintain the Catholic ethos of the school where all members of the school community are respected and valued for their uniqueness.
- To ensure that all staff fulfil their responsibilities with regard to the teaching of religious education.
- Have regard for and contribute to the Catholic ethos of the school which aims to assist the children in their spiritual growth as individuals and members of a faith community.
- To make the infant and junior schools' Mission Statement and FAITH Values the essence of school life.
- To maintain a happy school where all pupils are well behaved and considerate of each other.
- To be a point of contact for parents, pupils and staff.

LEADING ON INCLUSION

- Promote a culture of inclusion within the school community where all views are valued and taken in to account.
- To play a full part in maintaining and developing equal opportunities within the school to ensure that this is integral to all aspects of school life.
- To liaise with classroom teachers concerning the needs and progress of any vulnerable individual pupils and pupil groups such as SEND, EAL, & DA.
- To provide advice as appropriate about teaching strategies to assist particular pupils and pupil groups including withdrawal for small group intervention.
- To support class teachers in the identification of pupils' Special Educational Needs/Disability through observation in the classroom, individual screening and assessment of reports.
- To liaise with external agencies in regard to particular pupils to ensure that the school is providing appropriate support for the child.
- To interpret the recommendations of Educational Psychologist, Occupational Therapist, Speech and Language Therapist and other reports and to disseminate them so that they are effectively implemented in the classroom.
- To use data generated by school assessments effectively to inform future pupil progress
- With, and at the direction of the Inclusion Manager, ensure the following policies are in place and up to date: SEND, SEND Information Report, Disability Access and Plan, Supporting Pupils with Medical Needs Policy and the Pupil Premium Strategy and to provide input in policy and strategic decision making with regard to inclusion.
- Alongside the inclusion manager, to identify resources needed to meet the needs of pupils with particular needs and identify priorities for expenditure in collaboration with the other members of the leadership team.
- Liaise with other schools to ensure continuity of support and learning when transferring pupils with particular needs.
- To access professional development training as appropriate to the role.
- To lead CPD for school staff so they have full knowledge and understanding of SEND, VP and DA and are able to provide for pupil's needs.

STRATEGIC DIRECTION AND DEVELOPMENT OF THE SCHOOLS

- Support the Executive Head Teacher, Head Teacher and Senior Leaders in:
 - a) Ensuring the vision for the schools is clearly articulated, shared, understood and acted upon effectively by all members of the school community.
 - b) Demonstrating the vision and values of the school in everyday work and practice.
 - c) Motivating and working with others to create a shared culture and positive climate.
- Contribute to the School Improvement and Review process.
- To share in the reviewing, development and implementation of all curriculum policies.
- Work with, report to and keep the Local Governing Body and Sancta Familia Trust fully informed in relation to St. Elphege's.

TEACHING, LEARNING & ASSESSMENT

Within the ethos of the Catholic school, the SENDCo shares with the Leadership Team responsibility for the leadership of a learning community rooted in faith.

- Develop teaching, learning and assessment so all children are supported and challenged to achieve their very best.
- To provide an example of excellence as a leading practitioner and inspire and motivate other staff.
- To ensure all staff fulfil their teaching responsibilities in relation to SEND, including ensuring that feedback to pupils follows the schools' policies and is effective.
- To ensure high standards of teaching and learning by monitoring and evaluating practice against school and Ofsted criteria.
- To monitor pupil's achievement against national expectations and set targets for improvement.
- To enhance staff knowledge and understanding of the curriculum through focussed Professional Development Modules.

LEADING AND MANAGING STAFF

- Within the ethos of the Catholic school, the SENDCo should take Christ as his/her inspiration and management of staff should demonstrate an awareness of their unique contribution as individuals, valued and loved by God.
- Work with the Senior Leadership Team and Teaching and Learning Responsibility holders to raise standards throughout the whole school.
- Ensure that absent members of staff are informed of the results of staff meetings and discussions in relation to the SENDCo role.
- To develop collaborative working teams and give positive support to all staff.
- Ensure that SEND information and communications are circulated to all members of staff.
- Be responsible for keeping staff informed regarding inset opportunities in regard to the role.

SECURING ACCOUNTABILITY

- To ensure the additional funding to support vulnerable pupils is used to raise achievement and support progress.
- Support the Ex HT, HT, DoFO, Inclusion Manager and Governors in accounting for the financial efficiency and effectiveness of the schools to all relevant stakeholders (when applying the principles of Best Value).
- Keep notes on matters relating to your responsibilities including: meetings with staff, other schools, agencies, interactions with parents and incidents involving children. Notes should be dated and outline key points.
- To participate when required in committees to advise and inform Governors or the Trust.

OTHER DUTIES

- Ensure the Ex HT, HT, Inclusion Manger & Assessment and Curriculum and Assessment Deputy HT remain fully informed of important matters relating to your responsibilities.
- Attend meetings when requested and provide input on matters in relation to SEND provision in the school and the SENDCo role.
- Commit to engaging in courses and professional development relevant to the role of SENDCo and that of the school.
- Liaise with school staff and local service providers to increase the range of activities available to pupils where appropriate.
- Liaise with curriculum leaders to encourage a greater parental involvement in their children's learning.
- To undertake reasonable duties as directed by the Executive Head Teacher, Head Teacher and Inclusion Manager.

PERSON SPECIFICATION

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none">• Qualified teacher status• National professional qualification (NPQ) for SENCOs or NASENDCo• Degree• Experience of working within a school setting supporting SEND• Current DDSL training or a willingness to complete the training
Experience	<ul style="list-style-type: none">• Teaching experience• Experience of working at a whole-school level• Experience of working with children with a range of SEN• Involvement in self-evaluation and development planning• Experience of conducting training/leading INSET• Experience of different SEND referral processes
Skills and knowledge	<ul style="list-style-type: none">• Sound knowledge of the SEND Code of Practice• Understanding of what makes 'quality first' teaching, and of effective intervention strategies• Ability to plan and evaluate interventions• Data analysis skills and the ability to use data to inform provision planning• Effective communication and interpersonal skills• Ability to build effective working relationships• Ability to influence and negotiate• Good record-keeping skills• Ability to work collaboratively
Personal qualities	<ul style="list-style-type: none">• Commitment to getting the best outcomes for pupils and promoting the ethos and values of the school• Commitment to equal opportunities and securing good outcomes for pupils with SEN or a disability• Ability to work under pressure and prioritise effectively• Commitment to maintaining confidentiality at all times• Commitment to safeguarding and equality

Signed: _____ Date: _____