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| **JOB DESCRIPTION** |
| **Post Title:**  SENDCo |
| **Salary:**  MPS/UPS |
| **Start date**  September 2023 |
| **Responsible to:**  Head of School |
| **Is this a regulated activity:**  Yes |
| **Main purpose of role:**   * To lead SEND throughout the school, deliver training and one to one support * To have awareness of related legislation and the ‘Local Offer’ * To keep all aspects of paperwork including records and policies, up-to-date and actioned, as appropriate * To support pupils with SEND to achieve the outcomes expected * To liaise with external agencies to support best outcomes for pupils * To support the plan, do, review cycle and any assessments towards an EHCP * Support parents and signpost to agencies as necessary * Work with staff to ensure quality Teaching and Learning for the lowest 20% of pupils |
| **SAFEGUARDING STATEMENT**  The Governing Body is fully committed to safeguarding and to promoting the welfare of children and applicants will undergo child protection screening appropriate to the post, including checks with past employers. This role is exempt from the Rehabilitation of Offenders Act 1974 and therefore candidates will be subject to an enhanced DBS certificate, the role is engaged in regulated activity and will therefore require a children’s barred list check. |
| **Responsibilities and Duties: SENDCO** |
| * **Main purpose of the job:** * To support and improve the outcomes for pupils with SEND * To implement new ideas, monitor and feedback on the progress to individual staff members * Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher’s professional position * Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of pupil * Support all staff in understanding the needs of SEND pupils * Devise and promote plans to ensure the needs of pupils with SEND are met and that they are reflected in the school improvement plan * Regularly monitor progress against targets for pupils with SEND from teachers’ plans, evaluate the effectiveness of teaching and learning by work analysis and use these analyses to guide future improvements * Analyse and interpret relevant school, local and national information relating to pupils with SEN and advise the head teacher on the level of resources required to maximise achievement * Liaise with staff, parents, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of educational provision for pupils with SEN * Develop partnerships with parents to ensure that their views are considered and acted upon appropriately * Ensure that pupils with SEN are enabled to share their views and that these are acted upon appropriately * Challenge any unsatisfactory or unprofessional practice immediately and with the head teacher put in a development plan for the non-compliant member of staff * Support the identification of, and disseminate the most effective teaching approaches for pupils with SEND * Collect and interpret specialist assessment data on SEND to inform practice * Work with pupils, class teacher and key stage managers to ensure realistic and challenging expectations of pupils with SEND * Monitor the use of resources, teaching activities and target setting and develop and maintain a recording system for progress of pupils with SEND * Achieve constructive working relationships and establish opportunities for the SENDCO, support assistants and other teachers to review the needs, progress and targets of pupils with SEN * Provide regular information to Senior Leadership Team (SLT) and governors on the effectiveness of SEN provision and outcomes * Develop plans linked to self-evaluation * Be prepared for internal and external inspections * Advise and contribute to all aspects of SEN training to ensure the professional development of staff * Update the website as necessary or required * Support transition for pupils with SEND * Support SLT in advising on support staff necessary for pupils and hold LSAs to account   **Other**   * Perform any reasonable duties as requested by the head.  Note  * This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. |

Signature of Postholder:

Date:

Signature of Head teacher:

Date: