

St Wilfrids Catholic Primary School – SENDCo Job Description

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| **Post Title :** | SENDCo |
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| **Salary :** | Mainscale or UPS + Senco allowance |
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| **Responsible to :** | The Headteacher and Governors of the School. |
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| **Job Purpose :** | To assist the Headteacher in ensuring inclusive practice is developed to promote the highest standards of pupil achievement for all. |
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| **Strategic Direction and Development of the School :** | Assist the Headteacher in formulating the school aims and objectives and improvements and policies for their implementation – particularly those relating to Inclusive Practice. |
|  | As a member of the school leadership team, be involved in the planning, monitoring, evaluation and development of the school curriculum through the School Development Plan. |
|  | Support all staff in achieving the priorities and targets the school sets and monitor the progress towards meeting them. |
|  | Through Leadership and Senior Leadership Team meetings contribute to the school’s organisation and overall strategy. |
|  | Give leadership to staff in organising and implementing an appropriate curriculum for the school, particularly for pupils who are at risk of underachieving or with barriers to learning such as; special educational needs, specific linguistic and cultural needs and those who are gifted and talented etc. |
|  | Assist the Headteacher in giving strategic direction to develop a positive and constructive partnership with parents and the local community. |
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| **Teaching and Learning :** | In partnership with the Senior Leadership Team, ensure the progress of all SEND are monitored and that there are common and uniform methods of assessment, recording and reporting throughout the school. |
|  | Manage all statutory Assessments and oversee the implementation of EHCPs. |
|  | Oversee all Early Help Plans and maintain info on Holistix when appropriate. |
|  | Organise, monitor and evaluate the range of intervention strategies employed throughout the school ensuring that resources are targeted correctly towards those pupils requiring additional support. |
|  | To support class teachers to assess and identify the needs of any pupils with barriers to learning or who are at risk of underachieving for example those with SEND, EAL and gifted and talented pupils. |
|  | Support teachers in the implementation and review of all ILP’s. |
|  | To work with teams across the school to deliver effective teaching in the classroom. |
|  | To be instrumental in devising manageable curriculum planning systems to incorporate individual and group needs. |
|  | To prepare an annual SEND Action Plan and manage the budget for this area of learning. |
|  | Provide regular reports to the Governors and write annual SEND report. |

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| **Leading and Managing People:** | Leading and managing the Inclusion Team – along with input into the leadership of Learning Support Assistants who work in class. |
|  | As a member of the Leadership Team be involved in the implementation of Performance Management of the Inclusion Team and integrate this into their professional development. |
|  | Participate where appropriate in the appointment of teaching and support staff. |
|  | As part of the Leadership Team identify staff training needs and implement, coordinate and lead INSET in relation to Inclusive practice. |
|  | Ensure staff are well informed of all aspects of school life in order to promote good communication and high morale. |
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| **Other Duties and Responsibilites:** | Arrange SEND Reviews, lead school consultation parent meetings. |
|  | Provide for liaison and co-operation between the school and the Local Authority – making such reports as will enable the authority to discharge its function. |
|  | Provide liaison and co-operation with other schools, particularly in relation to transition and transfer of pupils. |
|  | Identify, organise and deliver effective training sessions for parents if appropriate. |