Springside with Hamer Learning Community Albert Royds Street

Rochdale

0L16 2SU



# JOB DESCRIPTION SENDco

* 1. **NAME OF POSTHOLDER:**
  2. **JOB TITLE:** Special Educational Needs & Disability Coordinator
  3. **RESPONSIBLE TO:** The Headteacher
  4. **JOB PURPOSE:**

The Special Educational Needs & Disabilities Coordinator (SENDco) will be responsible for SEN policy and its implementation.

* 1. **Liaising with:**

Headteacher, senior leadership team, teachers, support staff, parents, IPLCN colleagues, LA representatives, external agencies.

* 1. **Salary Scale:**

Classroom teacher (M6) plus TLR 2b

* 1. **Working Time:**

Part time – 3 days a week plus additional hours as required.

* 1. **CRB Disclosure Level:**

Enhanced

**2. DUTIES**

The SENDco will:

* + - Assist teachers with adjusting provision to meet SEND children’s needs;

 Ensure that the SEN register is updated and includes all pupils at the SEN Support and above;

* + - Monitor short-term planning to ensure that individual needs are being met, through taking into account the in class provision and quality first teaching;
    - Liaise with support services and external agencies, as necessary;
    - Arrange and attend review meetings;
    - Fill out statutory paperwork for those children who have, or are applying for an Education, Health and Care Plan/ Needs Assessment.
    - Raise awareness of parents whose children are on the SEND register, and liaise with these parents on progress;

 Advise teaching and non-teaching staff on the support of SEND pupils through differentiation;

 Liaise frequently with Teaching Assistants and direct the work of the teaching assistant with SEND responsibility;

* + - Attend courses & meetings (IPLCN/Clusters etc.) relating to SEND;
    - Assess individual needs and track pupil progress to identify strengths and weaknesses, monitor impact of provision;
    - Report on progress in pupil progress meetings;
    - Teach individuals and small groups where assigned;
    - Operate the SEND budget efficiently and appropriately;
    - Keep the Headteacher & SEND team informed on the progress of individuals and groups;

 Write a School Improvement Plan/Action Plan for SEND;

* + - Advise the Headteacher of progress on the School Improvement Plan for SEND;

 Organise and lead INSET as required and in line with the School

Improvement Plan, SEND action plan and IDP; e Identify and provide for the training needs of the whole SEND support team;

* + - Carry out regular SEND self-evaluation and audit using LA guidelines;
    - Liaise with the SEND Governor at least once every half-term for monitoring purposes;
    - Advise the Governing Body on issues relating to SEND;
    - Develop, publish and update the SEND information report and any other statutory documentation on the school’s website;
    - Review and update the schools SEND policy in light of most recent reform;
    - Oversee Speech and Language provision across school.