**Job Description - Special Educational Needs and Disabilities Co-ordinator (SENDCO)**

**Job Purpose:**

* Strategic development of the school's Special Educational Need and Disabilities (SEND) provision and oversight of the day-to-day operation of that policy; with the aim of raising SEND student achievement.

**Areas of responsibility and key tasks:**

* Put provision in place to ensure that progress of students with SEND make good progress
* Ensure that the school carries out its statutory responsibilities regarding all students with an Educational Health and Care plan
* Support all staff in understanding the needs of SEND students.
* Support departmental developments of SEND provision.
* Monitor progress towards targets for students with SEND.
* Analyse and interpret relevant school, local and national data.
* Liaise with staff, parents, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of provision.

**Teaching and Learning**

* Support the identification of, and disseminate the most effective teaching approaches for, individual students with SEND.
* Lead staff in developing effective ways of overcoming the barriers to learning experienced by students with SEND.
* Collect and interpret specialist assessment data to inform practice.
* Undertake day-to-day co-ordination of SEND students' provisions through close liaison with staff, parents and external agencies.
* Work with all staff to ensure all students learning is of equal importance and that there are high and realistic expectations of students with SEND.

**Leading and managing**

* Line-manage the Learning Support Assistants and Emotional Literacy Support Assistants
* Provide professional guidance to staff to secure high quality teaching for SEND students, through both written guidance and meetings
* Lead on the performance management process for Learning Support Assistants and ELSAs
* Advise on and contribute to the professional development of staff, including through whole school INSET provision
* Provide regular information to the Headteacher and Trustees on the evaluation of SEND progress, provision and effective deployment of staff and resources
* Advise the head teacher and Trustees of priorities for deployment of staff, and utilise resources with maximum efficiency;
* Maintain and develop resources, co-ordinate their deployment and monitor their effectiveness in meeting the objectives of school and SEND policies;
* Work with external agencies to maximise resources made available.

**Other professional requirements**

* Co-ordinate all Annual Reviews, attend and chair where necessary
* Attend Year 6 Annual Reviews for primary students with EHCPs to help facilitate continuity and progression through the development of a transition programme.
* Liaise with SENDCOs in Primary schools for Year 5 students requiring advice about provision.
* Exercise a key role in assisting the Headteacher and Trustees with the strategic development of SEND policy / provision.