

# Job Description



As well as the responsibilities set out below there may on occasion be reasonable requests for other duties not listed. These will always be within the scope of your role and capability.

<b>Job Title</b>	SENDCo	<b>Location</b>	Castle	<b>Hours</b>	Full time
<b>Reports to</b>	Headteacher	<b>Line Manages</b>	Teaching Assistants & DSENDCo	<b>Grade</b>	L7-11
<p><b>Qualifications:</b> Degree education with QTS, hold a National award in Special Educational Needs or coordination or commitment to achieve this within three years of appointment. Demonstrable experience of teaching across the 11-18 age range.</p>					
<p><b>Role Profile</b></p> <p>The core purpose of the role is to uphold and promote the school vision and values in all aspects of your role. Working as an associate member of a hardworking, hands-on and inclusive Senior Leadership Team (SLT), this will be a key role in the strategic leadership of our school in our pursuit of becoming the school of choice in the local area. You will work with all staff to promote a strong culture of inclusion and personalising Teaching and Learning to accommodate the needs of SEND students so that outcomes are on par with other students and in line with or above national performance. Your leadership of this area will empower all staff to actively promote the highest level of Quality First Teaching and the highest standards of provision for SEND pupils. You will direct the work of our Teaching Assistants to provide impactful support to our high need's students. The impact of your work will see you and your team making great strides with pupils who present with the different categories of SEND, including cognitive, SEMH and other learning challenges. Alongside other Senior Leaders you will contribute to evaluating the impact of your work in terms of student engagement and progress in lessons and school life in general. The postholder will be expected to act as an adult role model and has a responsibility to promote and safeguard the safety and welfare of pupils and students in accordance with CSET/School policies and procedures and any associated guidance.</p>					
<p><b>Person Specification</b></p> <p>It is essential that you are personable and can build effective relationships with colleagues, students and parents, as well as with external stakeholders. You will need to have had significant experience of middle leadership and whole school responsibilities with a demonstrable track record of successfully raising standards of SEND students. You will be confident in leading whole school CPD, modelling and disseminating good practice in relation to providing for SEND pupils and holding colleagues to account when needed. You will be able to analyse and interpret data at a whole school level to target intervention, evaluate the impact of your work and influence strategic decision making at a whole school level.</p>					

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## Responsibilities

- Support the aims and ethos of the school
- Lead and manage SEND provision.
- Work with the Headteacher to create a staff which employs highly effective learning strategies which cater for the needs of SEND students in a consistent and impactful manner.
- Work closely with parents and other professionals, e.g. Educational Psychologists in order to meet individual student's needs.
- Execute the school's legal responsibilities effectively, in particular with regards to EHCP reviews and the implementation of appropriate provision for students with SEND
- Devise and review ILPs (Individual Learning Plans) in response to individual student needs.
- Work with colleagues to identify and investigate other students with potential learning needs
- Assess and apply for exam access arrangements
- Encourage and enable staff to develop expertise in their respective roles through high quality CPD pertaining to the provision for SEND students.
- To engage with personal performance management requirements and those of other relevant staff.
- Assist in recruiting, developing and deploying staff to make most effective use of their skills, expertise and experience and to ensure effective management of the school in the absence of the Headteacher.
- Assist the Headteacher in the management, organisation, effective and efficient use of the School's resources.
- Attend and participate in open evenings and student performances
- Promote and develop the Self Evaluation practices of the school.
- Provide information and advice to the Local Governance Committee to enable it to fulfil its responsibilities and ensure proper accountability.
- Work with the Headteacher and staff to ensure that the school meets all statutory requirements and operates in the spirit of the law as well as to the letter.
- Ensure the efficient provision of such appropriate information as may be reasonably required by other schools/agencies.
- Promote and safeguard the safety and welfare of pupils and students in accordance with CSET/School policies and procedures and any associated guidance.