



## St Andrew's Church of England Primary School

*"Love one another, as I have loved you." John 13:34*

### **Job Description**

**Role:** SENDCo

**Salary Scale:** Main Pay Range/Upper Pay Range

**School:** Leasingham St Andrew's CofE Primary School

**Reports to:** Headteacher

#### **Role Purpose:**

To lead and coordinate the provision for pupils with Special Educational Needs and Disabilities (SEND) across the school, ensuring compliance with statutory requirements and promoting high-quality inclusive education.

#### **Key Responsibilities**

##### **Leadership and Management**

- Lead the development, implementation, and review of the SEND policy and SEN Information Report, ensuring alignment with statutory guidance (SEND Code of Practice 2015).
- Work collaboratively with senior leaders, governors, staff, families, and external agencies to secure effective SEND provision and positive outcomes for children.
- Support the Headteacher and governing body in setting strategic direction for SEND provision and ensuring best endeavours are met for all pupils with SEND.
- Coordinate the graduated approach (assess, plan, do, review) for SEND provision, monitoring and evaluating impact regularly.
- Liaise and advise class teachers on the review and implementation of individual learning plans
- Ensure the school's Accessibility Plan is up to date and reflects improvements in curriculum access, physical environment, and information for disabled pupils.
- Maintain accurate SEND records, including the SEND Register, and ensure relevant staff have appropriate access and training.
- Develop effective communication to ensure that there is good continuity in terms of support and progression in learning when pupils with SEN transfer
- Be responsible for the Performance Management of up to five teaching assistants when required.

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*'Everything you do, do in love'*

Lincoln Road, Leasingham, Sleaford, Lincolnshire, NG34 8JS

Headteacher: Mr M W Baker

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### **Teaching and Learning**

- Support and advise teachers on high-quality teaching and learning strategies for children with SEND, ensuring accountability for pupil progress remains with class teachers.
- Facilitate professional development and training for staff on SEND identification, provision, and inclusion.
- Work with assessment leads to ensure consistent, accurate teacher assessments and effective use of data to identify SEND needs.

### **Family and Community Engagement**

- Establish and maintain strong, meaningful communication with families of children with SEND, involving them in co-production of SEND provision and keeping them informed of progress and plans.
- Liaise with external agencies, local authority, and other providers to secure appropriate support and facilitate smooth transitions for pupils with SEND.
- Promote the school's values of compassion, respect, and service in all SEND-related interactions and activities.

### **Safeguarding and Wellbeing**

- Ensure SEND pupils' additional vulnerabilities are identified and addressed in line with safeguarding policies (Keeping Children Safe in Education).
- Promote a safe, inclusive, and positive environment where all children can thrive emotionally, socially, and academically.

February 2026

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