

JOB DESCRIPTION

Job Title:	SENDCo
Accountable To:	Head of School
Responsible To:	Assistant Head of School/ Deputy Head of School
Salary:	L5 – L10 (Fringe)

Accountable for:

Ensuring that the areas of school life for which I am responsible contribute to outcomes above expectations for the school's students, especially in the standards they attain and the progress and achievement they make.

Understanding, operating and developing the ethos of the school so that it remains a centre of excellence where mutual respect, tolerance, care and support are evidenced in all of the school's activities and that this in turn ensures that everybody takes pride in all aspects of the school's work.

SENDCo's have the lead responsibility for ensuring the quality of all aspects of provision in their areas.

Responsibilities

Teaching and Learning

1. To be responsible for standards of teaching and learning.
2. To develop and maintain a rigorous system of monitoring, evaluating and improving the quality of teaching and learning.
3. To ensure that all staff within the area team understand and implement the assessment for learning procedures developed by the school and the area team.

Curriculum

1. To ensure that appropriate aims and objectives and schemes of work are fully developed and in place for all subjects within this area.
2. To develop and maintain a programme of activities which contributes to the enrichment programmes of the school.

Leadership and Management

1. To build a strong team which is enthusiastic, ambitious and determined to achieve the highest standards and outcomes for students.
2. To produce (with colleagues) an annual Improvement Plan, incorporating aims, priorities, targets and actions.
3. To deploy the staffing and resources available within the Area to make the maximum impact on the raising of standards.
4. To ensure that appropriate line management and support systems are in place for all staff within the team and to ensure that the school's Performance Management and Professional Development Arrangements are fully operational.
5. To ensure that the professional understanding and practice of all staff within the area Team is promoted, particularly through the sharing of best practice within the Team.
6. To ensure that there is a regular formal programme of Area Team meetings.

7. To contribute personally to the improvement and development of the school beyond the Area Team, working collaboratively with fellow Team Leaders, across the MAT and with Senior Staff.

Students and Parents

1. To ensure that the Area Team is fully aware of the progress students are making through an effective Assessment for Learning system and is able to support students in maintaining and/or accelerating the rate of progress.
2. To ensure that the Area Team provides appropriate academic care and guidance to students.
3. To develop within the Area Team a positive approach to behaviour management, ensuring that staff consistently apply the behaviour policy, including the use of rewards and sanctions.
4. To ensure that students' work is displayed attractively throughout the Academy.
5. To ensure that Parents are kept fully informed regarding their child's attainment and progress in line with the Academy's policies and procedures for reporting to Parents.
6. To promote, wherever feasibly, systems and actions that will assist Parents in contributing to their child's learning.

Partnership Working

1. To promote a culture of working with other Area Teams and external agencies to enrich the quality of the curriculum and learning experienced by the students.

Other Requirements

1. To carry out any other duties as may be reasonably required by the Head of School/ CEO.
2. To be aware of and adhere to all Trust and school policies and procedures.
3. To maintain confidentiality at all times.
4. To promote and safeguard the welfare of children and young people at the school.
5. To work in support of the School Improvement Plan.
6. To take time to read notices, keep to deadlines and carry out duties to the best of your ability.