



SENDCO JOB DESCRIPTION

JOB TITLE: SENCo

JOB PURPOSE: To support the school by leading the strategic development and practical implementation of the school's Special Educational Needs (SEND) policy and overseeing the day-to-day operation of that policy so that every pupil with special needs makes good progress and achieves well.

RESPONSIBLE TO: Deputy head/Headteacher

Leadership and Management

- Support the Headteacher in providing strategic direction in regard to SEN provision throughout the school
- Oversee the day-to-day operation of the school's SEN policy
- Maintain an up to date SEND register of pupils together with a summary of provision
- Help monitor the delivery of the curriculum and the quality of teaching within the school, with reference to SEND pupils
- Work with the leadership team to monitor the quality of planning and standards of attainment within the school with particular reference to SEND pupils
- Advise on the graduated approach to providing SEN support
- Ensure that parents / carers are fully involved in the SEND process and the voice of the child is respected.
- Set standards and provide examples of best practice for other teachers in identifying, assessing and meeting pupils' SEND
- Maintain a thorough and up to date knowledge and understanding of the current SEND Code of Practice and ensure that the school's SEND policy, SEND Information Report and Local Offer link on the school website remain up to date and accurately reflect the practice within the school
- Work with the headteacher and governing body to ensure that the school meets its responsibilities under the Equality Act 2010 with regard to reasonable adjustments and access arrangements

Teaching and Learning

- Identify and demonstrate the most effective strategies for supporting pupils with SEND across all aspects of the curriculum.
- Keep abreast with current thinking by attending courses, reading and sharing with

staff all significant developments

- Ensure that all pupils identified as having SEND are given full access to the wider school curriculum and that teachers are supported in planning learning experiences which allow all pupils to make good or better progress
- Liaise with classroom teachers concerning the needs and progress of individual pupils and to provide advice as appropriate about teaching strategies to assist particular pupils
- Contribute to and, where appropriate, co-ordinate the professional development of staff to increase their effectiveness in responding to pupils with SEND and provide support and training to trainee and newly qualified teachers in relation to pupils with SEND

Monitoring, Assessment and Planning

- Analyse and interpret relevant national, local and school data plus research and inspection evidence to inform the SEND policy, practices, expectations, targets and teaching methods.
- Assist in the identification of pupils' Special Educational Needs through observation in the classroom, individual screening and assessment of reports
- Support staff in determining appropriate outcomes and support for pupils with SEND and ensure that the progress of these pupils is regularly reviewed
- Manage any requests for and annual reviews of Education Health Care Plans
- Provide regular information to the Headteacher, leadership team and Governing Body on the evaluation of the effectiveness of provision for pupils with SEND, to inform decision making and policy review.

Relations with parents and wider community

- Develop and maintain effective partnerships between parents and the school's staff so as to promote pupils' learning; communicate effectively; providing information to parents about targets, progress and involvement with external agencies
- Liaise effectively with external agencies in regard to particular pupils to ensure that the school is providing appropriate support for the child
- Interpret the recommendations of EP, SaLT, OT and other professional reports and to disseminate them so that they are effectively implemented in the Learning Support Department and in the classroom
- Chair reviews, case conferences and meetings effectively
- Judge when to make decisions and when to consult with others including external agencies
- Prioritise and manage their own time effectively, particularly in relation to balancing the demands made by administrative duties, teaching and acting as a resource for colleagues

Managing resources

- Establish staff and resource requirements to meet the needs of pupils with SEND, advise the Headteacher, Leadership Team and Governing Body of likely priorities for expenditure and allocate resources made available with maximum efficiency to meet the objectives of the school and SEND policies to maximise pupils' achievements and to ensure value for money
- Deploy, or advise the Headteacher on the deployment of staff involved in working with

pupils with SEND to ensure the most efficient use of teaching and other expertise

- Organise and co-ordinate the deployment of learning resources, and monitor their effectiveness
- Maintain existing resources and explore opportunities to develop or incorporate new resources from the wide range of sources inside and outside the school
- Ensure that there is a safe working & learning environment in which risks are properly assessed

