



## SENDCO JOB DESCRIPTION

### Key Purpose

Torpoint Community College offers a range of provisions for students with Special Educational Needs and Disabilities. The SENDCO will need to have excellent communication skills.

### Duties

They will need to have a strong awareness of the relevant SEND legislation that underpins SEND within schools. They will lead on the outstanding teaching and achievement of students with SEND. They will promote inclusion of all students and their families within the College community to ensure progress and meaningful access to the curriculum, facilities and enrichment activities.

### General Responsibilities

- Work with the College Leadership Team (CLT) to ensure an ethos of inclusion throughout the College and a culture of high expectations for all students including those with SEND
- Work with CLT to ensure the implementation of the College's SEND policy
- Monitor and develop College policies and working practices for SEND
- Lead on the strategic planning and day to day coherent co-ordination of SEND provision across the College
- Develop and maintain highly effective partnerships with external professionals
- Develop and maintain highly effective partnerships with parents/carers of students with SEND
- Lead on the provision mapping, resource funding and managing & measuring impact of the allocation of a delegated budget
- Be responsible for the College's SEND profile, ensuring that it is accurate and up to date regarding students' SEND need across the College
- Line manage staff working in the Student Support Centre
- Be responsible for the deployment of Teaching Assistants and other relevant staff according to the needs of SEND students
- Plan, monitor, amend and maintain Teaching Assistant timetables
- Co-ordinate training, team meetings and observation cycles
- To produce a termly report to Governors on progress and development
- To oversee the co-ordination of and attend all reviews as required
- To co-ordinate an effective EHCP process
- Work with the Designated Safeguarding Lead and Teacher for Looked After Children – attend and collate information for reviews when needed.

### Provision for students

- Lead on the delivery of appropriate early intervention support for students across the College by developing support programmes, and, where appropriate, schemes of learning and teaching & learning materials

- Ensure that all students with SEND are effectively supported to receive a high quality and meaningful experience
- Help support teachers with learning resources, materials and differentiated work, where identified
- Further develop and embed the screening, referral and diagnostic systems to ensure that students who may need specific interventions are identified and their needs assessed and met
- Use assessment data and evidence based practice to inform decision making and evaluate, report on and intervene with progress of SEND students
- Work with the Exams Access Arrangements Coordinator for those students in the College in need of them or those identified as potentially in need of them, including logistics for testing, applications for access and maintenance of records
- Recognise the potential vulnerability of students with SEND, including students with medical needs, when it comes to matters of safeguarding and Child Protection
- Promote positive transitions between learning stages, including liaising with other schools, to ensure continuity of support and learning when transferring students with SEND

#### **Developing awareness within the College community**

- Develop high quality training for the leadership team, staff (teaching and support) and governors, to ensure that all staff have the knowledge, skills and understanding to plan and teach effectively to enable students with SEND to make, at least, expected progress and students' needs are met throughout the College
- Develop effective relationships with colleagues in other public services to improve academic and social outcomes for all students
- Be a role model with regard to teaching and learning

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be revised at least once each year, but may be subject to modification or amendment at any time after consultation with the holder of the post.