#

# SENDCO

# JOB DESCRIPTION

The SENDCO will work under the direction of the Lead SENDCO to:

* Determine the strategic development of special educational needs (SEN) policy and provision in the school
* Ensure the day-to-day operation of the SEND policy and co-ordination of specific provision to support individual pupils with SEN or a disability
* Provide professional guidance to colleagues, working closely with staff, parents and other agencies
* The SENDCO will be expected to fulfil the responsibilities of a teacher, as set out in the STPCD
* Ensure the effective management of the SSC (Student Support Centre)
* Ensure support for pupils identified to access the SSC and its provision.

# Duties and responsibilities

Strategic development of SEN policy and provision

The SENDCO will work under the direction of the Lead SENDCO to:

* Have a strategic overview of provision for pupils with SEN or a disability across the school, monitoring and reviewing the quality of provision
* Contribute to school self-evaluation, particularly with respect to provision for pupils with SEN or a disability
* Make sure the SEN policy is put into practice and its objectives are reflected in the Academy’s improvement plan (AIP)
* Maintain up-to-date knowledge of national and local initiatives that may affect the school’s policy and practice
* Evaluate the use of funding and ensure it is being used effectively

Operation of the SEN policy and co-ordination of provision

The SENDCO will work under the direction of the Lead SENDCO to:

* Maintain an accurate SEND register and provision map
* Provide guidance to colleagues on teaching pupils with SEN or a disability, and advise on SEN support
* Work with early years providers, other schools, educational psychologists, health and social care professionals, and other external agencies
* Be a key point of contact for external agencies, especially the local authority (LA)
* Analyse assessment data for pupils with SEN or a disability
* Implement and lead intervention groups for pupils with SEN, and evaluate their effectiveness

Support for pupils with SEN or a disability

The SENDCO will work under the direction of the Lead SENDCO to:

* Identify a pupil’s SEN
* Co-ordinate provision that meets the pupil’s needs, and monitor its effectiveness
* Secure relevant services for the pupil
* Ensure records are maintained and kept up to date
* Review the education, health and care plan (EHCP) with parents or carers and the pupil
* Communicate regularly with parents or carers
* Ensure if the pupil transfers to another school, all relevant information is conveyed to it, and support a smooth transition for the pupil
* Promote the pupil’s inclusion in the school community and access to the curriculum, facilities and extra-curricular activities
* Work with the designated teacher for looked-after children, where a looked-after pupil has SEN or a disability

Leadership and Management

The SENDCO will work under the direction of the Lead SENDCO to:

* Ensure the school meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements
* Contribute to the school improvement plan and whole-school policy
* Identify training needs for teaching assistants
* Deliver INSET for staff
* Share procedural information, such as the school’s SEN policy
* Promote an ethos and culture that supports the school’s SEN policy and promotes good outcomes for pupils with SEN or a disability
* Deploy teaching assistants working with pupils with SEN or a disability
* Support appraisals for teaching assistants