

VENTRUS SENDCO JOB DESCRIPTION

Reports to: Headteacher and Deputy Headteacher

Accountable to: Headteacher

Main Functions:

- Act on the Code of Practice for Special Educational Needs & Disabilities (SEND) and ensure all staff are aware of the implications for them.
- Lead high quality SEND provision to ensure excellent outcomes for pupils with SEND.
- Be responsible for the implementation and operation of the SEND Policy.
- Be accountable for the experiences and progress of pupils with SEND.
- Carry out the duties of a teacher as set out in the School Teachers' Pay and Conditions Document and also the Teachers' Standards.

Main Responsibilities:

- Review effectiveness of and amend SEND Policy annually.
- Establish clear targets for achievement of pupils with SEND.
- Ensure teachers and teaching assistants are able to identify children with SEND and know what should be put in place for these children.
- Ensure children with SEND have SMART targets and that these are reviewed regularly and effectiveness of provision is evaluated.
- Maintain the school's SEND Register.
- Compile and maintain provision maps.
- Provide professional development for staff.
- Report to the SLT about the provision for progress of children with SEND including best value.
- Evaluate the effectiveness of methods used and research new methods of supporting children's learning.
- Be the main SEND contact for parents of children and special educational needs and disabilities.
- Be the main contact for external agencies on all matters of SEND.
- Lead on multi agency meetings/processes, including Early Help, where appropriate.
- Liaise with outside agencies.
- Ensure school practices are compliant with policies, guidance and the Code of Practice.

Main Duties:

- Strategic development of the school's SEND provision and oversight of the day-to-day operation of that policy
- Support and advise teachers and assistants on appropriate provision for children with SEND and evaluate the effectiveness of the provision.
- Ensure the support plans are used effectively to make a difference and are reviewed regularly.

- Demonstrate good inclusion practice within whole class teaching.
- Monitor and appropriateness of the curriculum for children with SEND.
- Regularly monitor work and progress of pupils with SEND.
- Analyse and interpret relevant national, local and school data to inform policies, practice targets and teaching methods.
- Keep inventory of specialist equipment and ensure it is maintained and deployed appropriately.
- Provide training and support for teachers and assistants.
- Establish annual short, medium and long-term plans for the improvement of SEND provision.

Note

The duties and responsibilities of this post may vary from time to time according to the changing demands of the school. This job description may be reviewed at the reasonable discretion of the Headteacher. The Headteacher reserves the right to review and amend the job description.

VENTRUS PERSON SPECIFICATION SENDCo

from January 2017

LEADERSHIP

- Able to inspire and motivate and children and staff
- Able to form positive professional relationships with all stakeholders
- A skilful communicator, able to manage tricky situations to achieve the best outcomes.
- Able to use own excellent practice to improve others' inclusive teaching.
- Able to use monitoring to lead improvement in provision for children with Special Educational Needs and Disabilities.
- Commitment to seeking out and sharing the best methods to help the individual.
- Commitment to removing any barriers which might lead to underachievement.
- Ability to set appropriate learning targets and to support staff in developing teaching strategies to enable these to be met by the child.
- Efficient and organised.

KNOWLEDGE AND EXPERIENCE

- Knowledge of standards expected in each year group.
- Knowledge of the effectiveness of different intervention strategies that will meet individual needs
- Able to use different strategies to maintain good behaviour across the school.
- Evidence of leading whole school improvement.
- Ability to interpret and act on data.
- Extensive good/outstanding teaching in a primary school.
- Experience of working with staff in a medium or large primary school.
- Experience of safeguarding procedures
- Knowledge of the SEN Code of Practice.

QUALIFICATIONS

- Qualified Teacher Status.
- National Award for Special Educational Needs Coordination
- Commitment to safeguarding and promoting the welfare of all of our children
- Commitment to equal opportunities, inclusion, diversity and access for all.
- Aware of Health & Safety issues in a primary school.