



Varna Community Primary School

Chisholm Street, Openshaw, Manchester, M11 2LE

Tel: 0161 711 1023 Fax: 0161 231 0214

e-mail: admin@varna.manchester.sch.uk



Headteacher: Miss K Livesey B.Ed. Hons

Deputy Headteacher: Miss J Pilling. B.A. Hons.

Assistant Headteacher: Mr R Crossley B.A. Hons.

SENDCo – Job Description

Job Title:	SENDCo
Salary and grade:	MPS/UPS + TLR1
Responsible to:	Headteacher
Line Manager:	Deputy Headteacher
Contract:	Full time, Temporary
Start date:	As soon as possible

This is a non-class based role but the successful candidate will need to be involved in some teaching duties across the school in order to deliver interventions and to provide a model for quality first teaching.

Main Purposes of the Job

To work in partnership with the Head and Deputy Head to ensure that the school is inclusive and to lead provision and monitoring of effective support and interventions for pupils with SEND and LAC pupils.

1. Carry out all the duties of a teacher as set out in the current Teachers Pay and Conditions document and Professional Standards for Teachers document
2. Work in partnership with the Head teacher to ensure that policies for SEND reflect current legislation
3. Be responsible for the standards and curriculum of all pupils with SEND
4. Be highly effective in managing staff and resources including the work of professionals secured through service level agreements, e.g. speech and language therapists, occupational therapists, Educational Psychologists
5. Contribute to multi-agency working across the school
6. Be an advocate for SEND
7. Ensure duties are carried out in accordance with all school policies

Main Duties

Leadership and management of SEND

The list of duties contained within this job description are not exhaustive and are in addition to those detailed in the 'School Teachers' Pay and Conditions Document'

1. To closely monitor the progress of SEND pupils across the school either within school systems or the Education, Health and Care Plans (EHCP)
2. To chair SEND reviews and general meetings relating to SEND and PEP/LAC pupils

3. To develop and implement SEND policy ensuring that it meets the needs of the school and reflects current legislation and guidance
4. To develop robust and effective whole school provision mapped support for SEND
5. To support the admission of SEND pupils to school and provide advice on whether school can meet the needs of pupils with complex needs or those with an EHCP
6. To provide support for class teachers through team teach, coaching, support planning, develop provision within classes
7. To provide training for support staff where necessary
8. To deliver interventions for groups of SEND pupils across the school
9. To keep up to date with current legislation and good practice for SEND pupils in school
10. Where necessary support the induction and ongoing training of colleagues including teachers and support staff

Quality of teaching and learning

1. To effectively contribute to the strategic development of school policies and practice for SEND in order to ensure the vision of the Governing body and Head teacher are implemented consistently
2. Show by example the value given to your own continued professional development
3. To actively impact on quality first teaching across the school and provide a model of highly effective teaching for colleagues
4. Contribute to the professional development of staff across the school through the provision of high quality training sessions
5. Take a lead in the monitoring progress and outcomes for pupils across the school using both in-house, local and national data sources

Professional Development

1. Ensure you are fully aware of national and local developments in relation to educational settings and specifically for SEND
2. Engage in professional development opportunities that provide you with the knowledge of statutory and recommended practices for SEND in mainstream schools
3. Actively advocate for the needs of SEND pupils within the school and ensure that you are able to provide effective support for pupils and colleagues
4. Attend and participate in staff meetings and extra-curricular events
5. Support the Head teacher in promoting their vision of being an outward facing school and actively engage with colleagues in other schools across the city and beyond
6. Promote and facilitate effective communication with parents and carers

The Head teacher retains the right to amend this job description as required in order to meet the business needs of the school.

SENDCo Person Specification

	Essential	Desirable	Evidence
Training and qualifications	<ul style="list-style-type: none"> • Qualified Teacher Status • Thorough knowledge of SEND Code of Practice including writing, monitoring and reviewing IEPs • To have robust knowledge of SEND interventions • Previous experience as a SENDCo or similar 	<ul style="list-style-type: none"> • Evidence of completion of accredited NASENco award, or be willing to undertake following appointment 	Application
Experience	<ul style="list-style-type: none"> • Experience of leading SEND throughout a primary school • Proven ability to think and plan strategically • Minimum of 4 years in the primary range with evidence of successful performance management throughout this time • Experience of multi-agency working and leading SEND/LAC meetings • Experience of provision mapping SEND resources across school 	<ul style="list-style-type: none"> • Experience of working in a primary school in an urban setting • Experience of working within a primary school with a culturally diverse population • Experience of managing staff within a co-ordination role 	Application and interview
CPD	<ul style="list-style-type: none"> • Evidence of undertaking effective professional development • Experience of leading INSET sessions and providing professional development for colleagues 		Application and interview
Professional Knowledge and understanding	<ul style="list-style-type: none"> • Ability to effectively manage a team of colleagues and other specialist professionals • Extensive experience of EHCP application process • Robust knowledge of current education legislation and SEND Code of Practice • Thorough understanding of the needs of SEND pupils across the primary age range and interventions to meet these 	<ul style="list-style-type: none"> • L3 Child Protection training – or willingness to complete this following appointment • Ability to effectively provision map a team of SEND specialist professionals 	Application and interview Observation of applicant in their own setting where possible
Personal skills and attributes	<ul style="list-style-type: none"> • Ability positively engage with children, families and colleagues • Be able to demonstrate empathy and understanding in discussions with children, families and colleagues • Be self-motivated and ambitious with a high level of personal commitment • To be effective in managing and prioritising workload for self and others • Demonstrate a commitment to inclusive education 		