

# Job Description – SENDCO



## Purpose of the Role

To lead and develop outstanding SEND provision across West Park School, ensuring that pupils with additional needs receive the support, encouragement, and opportunities they deserve. The SENDCO will champion inclusion, strengthen relationships with families, and uphold the school's core values in every aspect of their work.

## Key Duties and Responsibilities

### Strategic Leadership

- Lead the strategic direction and development of SEND provision across the school.
- Ensure the school meets all statutory requirements relating to SEND.
- Contribute to whole-school improvement planning with a focus on inclusion and equity.
- Promote the values of **Hard Work, Achievement, Resilience and Kindness** throughout the SEND team and wider school community.

### Identification and Assessment

- Oversee the identification of pupils with SEND, ensuring early and accurate assessment.
- Maintain and update the SEND register, ensuring clear communication with staff and families.
- Work with teachers and pastoral staff to ensure needs are understood and met.

### Provision and Support

- Coordinate high-quality, personalised support for pupils with SEND.
- Work closely with teachers to ensure adaptive, inclusive classroom practice.
- Develop and monitor intervention programmes that support academic and emotional progress.
- Ensure that pupils' voices are heard and reflected in their support plans.

### EHCP and External Liaison

- Lead the process for EHCP applications, reviews, and statutory documentation.
- Build strong relationships with external agencies, including educational psychologists, health professionals, and local authority teams.
- Ensure families feel supported, informed, and valued as partners in their child's education.

## **Leadership of Staff**

- Line-manage and nurture a skilled team of support staff.
- Provide coaching, guidance, and professional development opportunities.
- Contribute to whole-school CPD on inclusive practice and SEND awareness.

## **Monitoring and Evaluation**

- Track and analyse the progress of SEND learners, using data to inform intervention.
- Report regularly to senior leaders and governors on SEND provision and outcomes.
- Evaluate the impact of support strategies and adjust provision where needed.

# **Person Specification**

## **Essential Qualities**

- National Award for SEN Coordination (or willingness to work towards it).
- Strong knowledge of the SEND Code of Practice.
- Excellent communication skills with warmth, clarity, and empathy.
- Ability to build trusting relationships with pupils, families, and colleagues.
- A commitment to inclusion and the belief that every young person can succeed.
- A personal alignment with the values of **Hard Work, Achievement, Resilience and Kindness**.

## **Desirable Qualities**

- Experience in a leadership or middle-leadership role.
- Experience working with external agencies and multi-professional teams.
- A track record of improving outcomes for pupils with SEND.