



Woolwich Polytechnic
School for Girls



WOOLWICH POLYTECHNIC SCHOOL FOR GIRLS

JOB DESCRIPTION

Post: SENDCo

Grade: QTS Pay Scale plus TLR plus inner London Weighting

Hours: Full time

Responsible to: Assistant Head Teacher with responsibility for SEND

Purpose of the job

- To contribute to the effective leadership of the school.
- To promote, monitor and support student learning and be responsible for the progress of students with Special Educational Needs and Disabilities.
- To be responsible for leading, managing and developing staff in the SEND department.
- To raise standards of student attainment and attitudes to learning of students with Special Educational Needs and Disabilities.
- To ensure effective coordination of all aspects of Special Educational Needs and Disabilities Provision.
- Maintain the school's register of SEND pupils and collate and update related records, ensuring they are available for reference with due consideration for confidentiality.

a) Professional Standards

- Provide a key role in assisting the Assistant Head with the strategic development of the SEND policy/provision.
- Be responsible for ensuring changes in legislation and current research are reflected in the school's SEND policy/provision.
- Provide regular information to the Assistant Head (AHT) on the evaluation of the school's SEND policy/provision and make recommendations for future developments.

b) Teaching & Learning

- Oversee screening and assessment procedures; collect and interpret specialist assessment data for SEND pupils to inform practice.

- Work with the Assistant Head and staff to develop effective ways of overcoming barriers to learning through:
 - Assessment of needs.
 - Monitoring of teaching quality and pupil achievement.
 - Targeted support.
 - Developing a recording system for progress.
- Work with the Head Teacher and teachers to ensure all pupils' learning is of equal importance and that there are realistic expectations of pupils.
- Consider the range of teaching strategies/equipment that could be utilised for SEND pupils and ensure the most effective are employed.
- Support the identification and dissemination of the most effective teaching approaches for SEND pupils.
- Undertake day to day co-ordination of SEND pupils' provisions through close liaison with staff, parents and external agencies.
- In liaison with the AHT, monitor and evaluate the success of the school's systems for identifying and meeting SEND pupils' needs.

d) Strategic leadership and management

- Promote a positive profile of the SEND department to staff, pupils, parents, carers and the wider community.
- Provide professional guidance to staff to secure outstanding teaching for SEND pupils.

e) Communications

- Ensure communication of individual pupil assessment, effective teaching strategies and pupil progress to all appropriate staff, parents and carers as required.
- Encourage a two-way dialogue with school staff to ensure SEND pupils, and possible SEND pupils, are best supported.
- Establish and maintain a productive dialogue with parents and carers via consultations, open days and other occasions, as directed.
- Act as a point of reference/contact point with regard to national regulations on arrangements for pupils with special needs and disabilities in external tests/examinations, and ensure that the requisite information is passed on to the Examinations Officer, to ensure that the appropriate access arrangements are put in place.
- Liaise with SENDCos in feeder schools to ensure the best interests of SEND pupils are protected at key transition points.
- In consultation with the AHT, maintain a directory of appropriate 'specialist' and external agencies able to provide local support and liaise with these agencies effectively.

General

1. To present the school in a positive manner at all times.
2. To carry out any other duties in line with the level of responsibility of the post at the direction of the Head Teacher.
3. Have due regard for safeguarding and promoting the welfare of children and young people and to follow all Child Protection policies as adopted by the school.

Person Specification:

	Essential	Desirable
Personal		
1	A commitment to your own continued professional development and learning	
2	Ability to effectively and efficiently manage a varied workload managing changing priorities, meeting deadlines and working under pressure.	
3	Ability to establish strong working relationships with all parties to ensure effective support	
4	Excellent oral and written communication skills.	
Qualifications		
5	Must hold qualified teacher status	
6	Must have SENDCo qualification	
Knowledge, skills and attributes		
7	Comprehensive knowledge base of SEND needs in general	
8	Knowledge required to analyse and interpret assessment data	
9	Knowledge of differentiation and alternative teaching strategies	

January 2019

