



## Wymondham High Academy Job Description

<b>Name:</b>	
<b>Job Title:</b>	SENDCo
<b>Allowance:</b>	SEN Scale
<b>Management time allocation:</b>	An additional responsibility with 20 periods per fortnight allocated to fulfil this position within the postholder's current teaching contract.
<b>Responsible to:</b>	Principal
<b>Responsible for:</b>	Strategic development of the school's Special Educational Needs (SEN) provision and oversight of the day-to-day operation of that policy with the aim of raising SEN pupil achievement.
<b>Effective Date:</b>	

<b>Role and Context</b>	
<b>Duties and responsibilities:</b>	<p><b>Leading and managing</b></p> <ul style="list-style-type: none"> <li>• Put provision in place to ensure that progress of pupils with SEN improves relative to those without SEN.</li> <li>• Ensure that the school carries out its statutory responsibilities regarding all students with a Statement of Special Educational Needs.</li> <li>• Provide professional guidance to staff to secure good teaching for SEN pupils, through both written guidance and meetings.</li> <li>• Support all staff in understanding the needs of SEN pupils.</li> <li>• Support departmental developments of SEN provision.</li> <li>• Lead on the performance management process for SEN support assistants.</li> <li>• Advise on and contribute to the professional development of staff, including whole school INSET provision.</li> <li>• Provide regular information to the Headteacher and Local Governing Body on the evaluation of SEN provision.</li> </ul> <p><b>Teaching and Learning</b></p> <ul style="list-style-type: none"> <li>• Support the identification of and disseminate the most effective teaching approaches for individual pupils with SEN.</li> <li>• Work with staff to develop effective ways of bridging barriers to learning through: <ul style="list-style-type: none"> <li>○ assessment of needs</li> <li>○ monitoring of teaching quality and pupil achievement</li> <li>○ target setting - IEPs, or Provision Maps, PSP etc.</li> <li>○ keeping accurate records.</li> </ul> </li> <li>• Collect and interpret specialist assessment data to inform practice.</li> <li>• Undertake day-to-day co-ordination of SEN pupils' provisions through close liaison with staff, parents and external agencies.</li> <li>• Work with all stakeholders to ensure all pupils learning is of equal importance and that there are high and realistic expectations of pupils.</li> </ul>

	<p><b>Effective deployment of staff and resources</b></p> <ul style="list-style-type: none"> <li>• Liaise with staff, parents, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of provision.</li> <li>• Advise the head teacher and governing body of priorities for deployment of staff and utilise resources with maximum efficiency.</li> <li>• Maintain and develop resources, co-ordinate their deployment and monitor their effectiveness in meeting the objectives of school and SEN policies.</li> <li>• Work with external agencies to maximise resources made available.</li> </ul> <p><b>Other professional requirements</b></p> <ul style="list-style-type: none"> <li>• Co-ordinate all Annual Reviews and reviews of Individual Education Plans and/or PSPs.</li> <li>• Attend Year 6 Annual Reviews for primary pupils with statements to help facilitate continuity and progression through the development of a transition programme.</li> <li>• Exercise a key role in assisting the headteacher and governors with the strategic development of SEN policy / provision.</li> <li>• Monitor progress towards targets for pupils with SEN.</li> <li>• Analyse and interpret relevant school, local and national data.</li> </ul>
<b>Relationships</b>	<p>Working closely with:</p> <ul style="list-style-type: none"> <li>• All teaching and non-teaching staff</li> <li>• Pupils</li> <li>• Parents</li> <li>• External agencies</li> </ul>
<b>General Duties:</b>	<ul style="list-style-type: none"> <li>• To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school and the local authority.</li> <li>• To be a trained first aider and fire marshal</li> <li>• To maintain Staff and Pupil confidentiality</li> <li>• To undertake training as appropriate</li> <li>• To participate in the performance management programme</li> </ul>
<p><b>General Information and review:</b></p> <ul style="list-style-type: none"> <li>• The job specification details the main outcomes required and should only be updated to reflect <b>major changes</b> that impact on the outcomes for the job. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</li> <li>• This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post-holder.</li> <li>• All work performed/duties undertaken must be carried out in accordance with relevant school policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.</li> <li>• Post holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.</li> </ul>	
<b>Signature:</b>	<b>Date:</b>