**Job Description**

**Title of Post** Special Educational Needs and Disabilities Co-ordinator (SENDCo)

**Grade** Leadership L6-11 (£50,122 - £56,796)

**Responsible to** Assistant Headteacher

**Purpose of the Job**

* To lead the development of effective strategies in the delivery of teaching and learning for children with SEND.
* To ensure students with additional and special educational needs and disabilities are supported to maximise their achievement and inclusion in the school.
* To use data in order to challenge all teachers to remove barriers to learning and underachievement in the students with SEND.
* To liaise and work with students, their families, all colleagues in school and across the CMAT and external agencies in order to maximise progress and engagement of our learners.
* To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and ensure delivery of high quality teaching and learning for which the teacher is accountable.
* Support the Christian ethos within the context of the moral values and in recognition of the Catholic faith to promote and provide excellence in all areas

**Key Responsibilities**

Work with the Headteacher, Leadership Team and Subject/Curriculum Leaders to:

* Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils.
* Implementation of agreed aspects of the school’s development plan to improve teaching and learning and sustain high achievement and attainment.
* Provide staff with an individualised profile of students’ needs which inform whole school collaborative planning and meets the individual needs of students across the curriculum.
* Maintain the school’s SEND register and oversee the records on all students with special educational needs.
* Monitor and improve the work of the learning support department to ensure that high quality learning leads to sustained high achievement.
* Monitor and evaluate the learning, progress and behaviour of students supported through the inclusion department in partnership with the designated member of the leadership team.
* Lead on the regular and systematic review of the quality of teaching and learning within the SEND department.
* Lead on relevant SEND curriculum issues including timetabling.
* Responsibility for contributing to the analysis of student attainment data to ensure the continuous improvement of student achievement.
* Lead on the collation, analysis and dissemination of SEND student attainment data to ensure continuity and progress across all key stages.
* Ensure data is used to support the development of personalised learning for all students and remove barriers to learning.
* Use all available data to allocate students and staff to appropriate teaching groups.
* Alongside the Quality of Education team, responsibility for providing and delivering training and coaching for all teachers, support staff and trainee teachers to ensure high quality teaching, learning and support for students with additional and special educational needs.
* Leadership of ongoing strategic development within school for SEND children.
* Shared responsibility for the efficient running of the school through effective administration and communication at all levels.