**Special Educational Needs & Disabilities Co-Ordinator (SENDCO)**

# Job details

**Job title: Special educational needs co-ordinator (SENDCO)**

**Salary:** MPS/UPS + TLR2c

**Contract type: Full time permanent**

**Reporting to:** Head Teacher

**Line manage:** Inclusion Officer

This is a significant and challenging position and the successful candidate must be able to lead and support staff in the development of their pedagogy; improving the outcomes for children with SEND across the school.

You will be the key professional in the leadership, development and delivery of SEND provision; and take a leading role in the monitoring and evaluation of standards of SEND teaching and provision across the whole school. You will actively promote effective and inclusive teaching and learning practices for all staff. The post will require you to work in partnership with the Head Teacher, Governors, Leadership, staff and outside professionals to ensure high standards and outcomes for children with SEND.

# Main purpose

The SENDCO, under the direction of the head teacher, will:

* Determine the strategic development of special educational needs (SEND) policy and provision in the school
* Be responsible for day-to-day operation of the SEND policy and co-ordination of specific provision to support individual pupils with SEND or a disability
* Provide professional guidance to colleagues, working closely with staff, parents and other agencies
* Be the lead professional liaising with external agencies providing SEND support to the school; and holding them to account for effective delivery

The SENDCO will also be expected to fulfil the professional responsibilities of a teacher, as set out in the School Teachers’ Pay and Conditions Document.

# Duties and responsibilities

Strategic development of SEND policy and provision

* Have a strategic overview of provision for pupils with SEN or a disability across the school, monitoring and reviewing the quality of provision
* Contribute to school self-evaluation, particularly with respect to provision for pupils with SEN or a disability
* Ensure the SEND policy is put into practice, and that the objectives of this policy are reflected in the school improvement plan
* Maintain an up-to-date knowledge of national and local initiatives which may affect the school’s policy and practice
* Maintain an up-to-date knowledge of relevant research and proven best practice with regard to the teaching of children with SEND
* Ensure value for money through securing, planning and evaluating relevant funding
* To be the designated teacher for Looked After Children and ensure that all PEPs are up to date and delivered effectively

Operation of the SEND policy and co-ordination of provision

* Maintain an accurate SEND register and provision map
* Provide guidance to colleagues on teaching pupils with SEN or a disability, and advise on the graduated approach to SEND support
* Advise on the use of the school’s budget and other resources to meet pupils’ needs effectively, including staff deployment
* Be aware of the provision in the local offer
* Work with early years providers, other schools, educational psychologists, health and social care professionals, and other external agencies
* Be the key point of contact for external agencies, especially the local authority
* Analyse assessment data for pupils with SEN or a disability
* Ensure that all teachers are committed to a Quality First Teaching and an inclusive environment and class community
* Ensure that all teachers and support staff have the relevant training and support to meet the needs of pupils with SEND within the classroom
* Select, implement and lead individual and group interventions for pupils with SEN, and those pupils who are significantly below their age-related expectations but may not yet have a diagnosed need
* Line manage Inclusion Officer, including an annual performance review
* Oversee Health Care Plans across the school

Support for pupils with SEN or a disability

* Oversee the identification process for pupils with potential SEND
* Co-ordinate provision that meets the pupil’s needs, including for behaviour, and monitor its effectiveness
* Promptly prepare and submit applications for EHCP
* Hold service providers to account in the interests of the pupil and their family
* Secure appropriate services and funding for the pupil
* Ensure records are maintained and kept up to date
* Review the education, health and care plan with parents or carers and the pupil
* Be the main point of contact for parents or carers of children with SEND, ensuring regular and open communication
* Ensure that if the pupil transfers to another school, all relevant information is conveyed to it, and support a smooth transition for the pupil
* Promote all pupil’s inclusion in the school community and access to the curriculum, facilities and extra-curricular activities including review risk assessments with regard to individuals with SEND

Leadership and management

* Work with the head teacher and governors to ensure the school meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements
* Prepare and review information the governing board is required to publish
* Contribute to the school improvement plan and whole-school policy
* Identify training needs for staff and how to meet these needs
* Lead INSET for staff
* Share procedural information, such as the school’s SEND policy
* Promote an ethos and culture that supports the school’s SEND policy and promotes good outcomes for pupils with SEN or a disability
* Lead and manage teaching assistants working with pupils with SEN or a disability
* Review school performance on an ongoing basis in relation to meeting the needs of children with SEND
* Be a mentor for Early Career Teachers
* Teach whole classes and interventions as and when required for the smooth running of the school

Other Specific Duties

* To engage with your own appraisal and personal development as agreed.
* To undertake any other relevant duty as specified by the Head Teacher not mentioned in the above.
* Make a distinctive contribution to the wider school team and continued development of Lansbury Lawrence Primary School.

This job description sets out the duties of the post at the time it was drawn up. The above mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out other relevant duties as directed by the Head Teacher within the school as may be reasonably expected.

This job description is current since May 2021, but in consultation, may be changed to reflect the changing needs of the school while remaining commensurate with the salary and job title.

The SENDCO will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

**Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Post holder**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Head teacher**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**

*This School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment*

***Date prepared:*** May 2021

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| Person Specification for SENDCO  |
|   | Essential  | Desirable  | Evidence  |
| **Qualifications** * Qualified Teacher Status
* Educated to degree level
* Evidence of personal commitment to continuous professional development
* SEND Professional Development within the past two years
* National Award for SEND Co-ordination, or a willingness to complete it within 3 years of appointment
 | √√√ | √√ | Application Form  |
| **Experience** * Working in schools for a minimum of 5 years
* Teaching across more than one key stage, including Early Years
* Responsibility for leading a significant area across the school
* Building and sustaining effective working relationships with parents
* Evidence of successful and sustained partnership working
* Experience of working in a diverse community
* Experience of developing staff including leading INSET
 | √√√√ | √√√ | Application Form  Selection Day & Interview  |
| **Knowledge and Skills** * Understanding of how children learn and achieve
* Understanding of how to provide an inclusive and effective school for all pupils
* Sound knowledge of the SEND Code of Practice
* Understanding of what makes ‘quality first’ teaching, and of effective intervention strategies
* Ability to model best practice to colleagues
* Ability to challenge and inspire colleagues
* Strong interpersonal and communication skills, including through ICT
* Ability to analyse data and pinpoint issues in order to inform next steps and development.
* Clear understanding and commitment to safeguarding procedures
* Ability to build effective working relationships
* Good record-keeping skills
 | √√√√√√√√√√√ |  | Application Form  Selection Day & Interview  |
| **Personal Qualities** * Commitment to seeking out new pedagogies and learning strategies and establishing proven best practice
* High expectations of children’s progress, attainment and achievement
* High expectations of own performance and the performance of others
* To perform with tenacity and commitment while working under pressure
* Able to organise, prioritise and delegate
* Able to manage time effectively and work to deadlines
* Motivated, positive and enthusiastic and is able to enthuse and motivate others
* Good communications skills; orally and in writing
* Commitment to equal opportunities and securing good outcomes for pupils with SEN or a disability
 | √√√√√√√√√√ |  | Application Form  Selection Day & Interview  |
| **Other** * Commitment to pupils
* Good attendance and punctuality record
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