



Job description for: Special Educational Needs and Disabilities Co-ordinator (SENDCO)

Salary Scale: MPR/UPR + SEND Allowance

Job Term: 0.4

Status: Permanent

Reporting to: Head of School, Executive Headteacher, Governing Body

Main Place of work: Bramford CEVC Primary School (Please note, all teaching contracts are federation contracts.)

Main purpose

The SENDCO, under the direction of the Head of School and Executive Headteacher, will:

- Uphold and promote our ACE vision and values;
- Determine the strategic development of special educational needs and disabilities (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 SEN or a disability
- Provide professional guidance to colleagues, working closely with staff, parents and other agencies

The SENDCO will be expected to fulfil the responsibilities of a teacher, as set out in the STPCD

While the SENCO will have responsibility for the oversight of provision for pupils with SEN or a disability, class teachers will hold responsibility for the day-to-day education and support of pupils within their classroom.

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;
- Make sure the SEND policy is put into practice and its objectives are reflected in the federation improvement plan (FIP);
- Maintain up-to-date knowledge of national and local initiatives that may affect the school's policy and practice;
- Evaluate whether funding is being used effectively, and suggest changes to make use of funding more effective.

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 a key point of contact for external agencies, especially the local authority (LA);
- Analyse assessment data for pupils with SEN or a disability;
- Implement and lead intervention groups for pupils with SEND, and evaluate their effectiveness.

Support for pupils with SEN or a disability

- 👤 Identify a pupil's SEND;
- 👤 Co-ordinate provision that meets the pupil's needs, and monitor its effectiveness;
- 👤 Secure relevant services for the pupil;
- 👤 Ensure records are maintained and kept up to date;
- 👤 Review the education, health and care plan (EHCP) with parents or carers and the pupil;
- 👤 Communicate regularly with parents/carers;
- 👤 Ensure if the pupil transfers to another school, all relevant information is conveyed to that school, and support a smooth transition for the pupil;
- 👤 Promote the pupil's inclusion in the school community and access to the curriculum, facilities and extra-curricular activities;
- 👤 Work with the designated teacher for looked-after children (LAC), where a looked-after pupil has SEN or a disability.

Leadership and management

- 👤 Work with the head of school, executive headteacher 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 FIP 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.

Safeguarding

- 👤 Liaise and collaborate with the designated safeguarding lead (DSL) on matters of safeguarding and welfare for pupils with SEND;
- 👤 Remain alert to the fact that pupils with SEND may be more vulnerable to safeguarding challenges.

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.

Health, safety and discipline

- 👤 Promote the safety and wellbeing of pupils
- 👤 Maintain good order and discipline among pupils, managing behaviour positively and effectively to ensure a good and safe learning environment

Professional development

- 👤 Take part in the school's appraisal procedures
- 👤 Take part in further training and development in order to improve own teaching both within the school and federation
- 👤 Where appropriate, take part in the appraisal and professional development of others both within the school and federation

Working with colleagues and other relevant professionals

- 👤 Collaborate and work with colleagues and other relevant professionals within and beyond the school and federation
- 👤 Develop effective professional relationships with colleagues both within and beyond the school and federation

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the SENDCO will carry out. The postholder may be required to do other duties

appropriate to the level of the role, as directed by the head of school or executive headteacher. This job description may be amended at any time in consultation with the postholder.