



Core Purpose

The SENDCo, with the support of the Headmaster, Deputy Headmaster and the Governing body will:

- Lead and manage the School's vision for Special Educational Needs and Disabilities in accordance with the 2015 SEND Code of Practice: 0-25 years
- Oversee the strategic development of the school's Special Educational Needs and disabilities (SEND) provision and oversight of the day-to-day operation of that policy with the aim of raising SEND pupil achievement.
- Develop and improve the teaching and learning for pupils with SEND throughout the School.
- Ensure SEND provision is both efficiently and effectively managed with support from the Learning Support team.

Accountable to: Deputy Head

The main duties and responsibilities of this role, in addition to those of a classroom teacher, are described below:

Securing and sustaining high quality provision and outcomes for SEND

- Ensure that the school carries out its statutory responsibilities regarding all students with SEND and fulfil the statutory requirements as the school's designated SENDCo.
- Work with the Headmaster and governors to ensure that the school meets responsibilities under the Equality Act (2010) with regard to reasonable adjustments and access arrangements.
- Support the Headmaster reviewing and updating of SEND policies and strategies which reflect the school's commitment to high achievement and expectations, and outstanding learning and teaching.
- Support all staff in understanding their roles in accordance with the Code of Practice (2015) and the school's SEND Information Report.
- Lead and manage the school's Learning Support Department, including the roles and responsibilities of the school's Specialist teachers, Learning Support Assistants, LEAD LSAs, SEND Administrators, and contracted services for specialist support.
- Put provision in place to ensure that progress of pupils with SEND improves relative to those without SEN.
- Oversee the school's graduated response for students' with SEND, ensuring that systems are co-ordinated, evaluated and regularly reviewed.
- Develop a holistic approach to meeting the needs of SEND students, enabling students to make good progress by working with subject teachers, form tutors, pastoral and support staff, families and external agencies.
- Liaise with staff, parents, external agencies and other schools to co-ordinate their contribution, provide maximum support to ensure continuity of provision.
- Support departmental developments of SEND provision.
- Monitor progress towards targets for pupils with SEND.
- Maintain effective record-keeping systems (including provision map) accordingly and overseeing all the records of children with SEND by working closely with Specialist Teachers and SEND Administrators.
- Analyse and interpret relevant school, local and national data.
- Co-ordinate the Learning Support Department's programme of specialist, individualised lessons and timetabling of Learning Support Assistants across the school.
- Review the teaching of Specialist Teachers and support of Learning Support Assistants on a regular basis.
- Oversee the professional development of the staff within the department.
- Provide staff with necessary information regarding SEND pupils to enable successful teaching and support.



SENDCo - Job Description

- Liaise with Assistant Heads- pastoral, HOYs and teaching staff regarding pupil needs and progress on on-going basis.
- Assessment of pupils at the admissions stage, advising academic, pastoral and administrative staff as to the necessary level of provision to meet the needs of the pupil.
- Providing/organising ongoing training for LSAs within the department and teaching staff across the school to heighten awareness and inform staff of SEND needs.
- Working closely with Specialist teachers and SEND Administrators, liaise with parents and local authority to organise SEND annual reviews and other meetings.
- Organise multi-agency assessments and reviews (EP, OT, Speech and Language, CAMHS) as required within the school.
- Facilitate and oversee transition of SEND pupils from Year 6 to Year 7 liaising with the school Transition co-ordinator and the junior school SENDCo.
- Oversee the school-wide base line assessments (all Y7 and new pupils) on an annual basis.
- Oversee and carry out specific assessments of pupils with SEND throughout the year.
- Oversee and co-ordinate access arrangements by working closely with the Specialist Teacher for access arrangements and the exams officer.

Effective deployment of staff and resources

- Work with the Headmaster and the Deputy Headmaster to identify priorities for expenditure, including the expansion of provision, development of resources and the recruitment and allocation of staff.
- Develop a review cycle to assess the efficacy and impact of intervention, support and provisions to inform their future use.

Common to all staff job descriptions

- Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
- Contribute to the school's programme of extra-curricular activities.
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors
- Work within the school's Equality Policy to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Engage actively in the appraisal process.
- Adhere to policies and procedures as set out in the Governing Body's Regulations, Staff Handbook and as otherwise notified from time to time.
- Undertake other reasonable duties related to the job purpose required from time to time.

This job description is by no means exhaustive; our expectation is that the postholder will continuously seek to further the effective performance and development of the school, its students, staff and community. The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.

This job description does not form part of the contract of employment. It describes the way the postholder is expected and required to perform and complete the particular duties as set out above.