

# Ridgeway Infant School

## SENDCO JOB DESCRIPTION

### Core Purpose

SENDCO's fundamental task is to support the head teacher in ensuring that all staff recognise the importance of planning their lessons in ways that will encourage the participation and learning of all pupils.

### Four Key Areas:

- 1 Strategic direction and development of SEND provision in the school
- 2 Teaching and learning
- 3 Leading and managing staff
- 4 Efficient and effective deployment of staff and resources

### Areas of responsibility

#### 1) *Strategic direction and development of SEND provision in the school*

The SENDCO will co-ordinate, with the support of the Headteacher and Leadership Team and within the context of the school's aims and policies, the development and implementation of the SEND policy in order to raise achievement and improve the quality of education provided.

Key tasks may include:

- Contribute to Senior Leadership Team meetings
- Strategic development of SEND policy/provision
- Support staff in understanding needs of SEND pupils
- Ensure objectives to develop SEND are reflected in school development plan
- Monitor, track and report progress of SEND pupils
- Evaluate the effectiveness of teaching and learning
- Analyse and interpret relevant school, local and national data and plan next steps
- Liaise with staff, parents/carers and external agencies and other schools to co-ordinate their consultation

#### 2) *Teaching and learning*

The SENDCO will seek to develop, with the support of the Headteacher, Leadership Team and colleagues, effective ways of overcoming barriers to learning and sustaining effective teaching through the analysis and assessment of pupils' needs, by monitoring the quality of teaching and standards of pupils' achievements, and by setting targets for improvement.

Key tasks may include:

- Identifying and adopting the most effective teaching approaches for pupils with SEND by seeking external advice where necessary
- Monitoring teaching and learning activities to meet the needs of pupils with SEND through:
  - monitoring of teaching quality and pupil achievement.
  - target setting, including MEPs and provision maps.
  - developing and maintaining a recording system for progress.
- Identifying and supporting systems within class that will develop pupils' ability to work Independently
- Applications for Locality Funding, EHCP and other funding streams will be made in a timely manner and include involvement from all relevant professionals
- Liaising with other schools to ensure continuity of support and learning when transferring pupils with SEND

- Undertaking co-ordination of SEND pupils' provisions through close liaison with staff, parents/carers and external agencies.

**3) Leading and managing staff**

The SENDCO will lead a team of SEN TAs across school (support staff who are involved in working with pupils with SEND). The SENDCO will ensure all those involved have the information necessary to secure improvements in teaching and learning and work to sustain staff motivation.

Key tasks may include:

- Seeking out opportunities to network with colleagues.
- Achieving the National Award for Special Educational Needs Coordination within 3 years of appointment.
- Ensuring all members of staff recognise and fulfil their statutory responsibilities to pupils with SEND.
- Contributing to the professional development of staff, including whole-school CPD provision and performance management.
- Providing regular information to the Headteacher, Leadership Team and governing body on the evaluation and impact of SEND provision.

**4) Efficient and effective deployment of staff and resources**

The SENDCO will identify, with the support of the Headteacher, Leadership Team and Governing Body, appropriate resources to support the teaching of pupils with SEND and monitor their use in terms of efficiency, effectiveness and safety.

Key tasks may include:

- Identifying resources needed to meet the needs of pupils with SEND and prudently manage the SEND budget.
- Advising the Headteacher, Leadership Team and Governing Body on the efficient and effective deployment of staff. Maintain a SEND staffing overview.

***The SENDCO will receive one day management release each week (in addition to PPA) to support leadership and management tasks as outlined above.***

The key tasks exemplified here are not an exhaustive list.

This job description may be amended at any time following discussion between the Headteacher and member of staff, and will be reviewed regularly.

Signed..... Headteacher      Date .....

Signed..... Post holder      Date .....