



TRUST SENDCO JOB DESCRIPTION L4 - L8

CORE PURPOSE

1. Promote inclusion and inclusive practice across the schools in The Stour Federation;
2. Take responsibility for the day to day leadership of provision for pupils with SEND;
3. Provide professional guidance and accountability to other staff in the area of SEND and be line manager for SEND Teaching Assistants;
4. Ensure the effective use of resources to improve achievement for all pupils.

PRINCIPLE RESPONSIBILITIES

To work closely with the Executive Team and colleagues in the strategic development of the Trust's Special Education Needs and Disabilities strategy and oversee the day-to-day operation of that policy with the aim of raising SEND pupil achievement and well being across the schools in the Trust.

In The Stour Federation, the SENDCO is also responsible for overseeing children who are looked after (CLA) and children with English as an additional language (EAL).

TYPICAL TASKS, DUTIES AND RESPONSIBILITIES

Leadership

- ★ Develop a clear and cohesive strategy to deliver the Trust's vision for SEND across the trust, as part of a wider strategy for inclusion.
- ★ Ensure all members of staff recognise and fulfil their statutory responsibilities to pupils with SEND, ensuring pupil passports are up to date.
- ★ Provide training opportunities for teaching assistants and other teachers to learn about SEND, including provision of INSET.
- ★ Disseminate, promote and celebrate good practice in SEND across the schools.
- ★ Have a clear understanding of the performance of children with additional needs across the trust and provide strategic support for improvement.
- ★ Identify resources needed to meet the needs of pupils with SEND and advise the Trust on priorities for expenditure.
- ★ Take on the role as SENDCO within identified schools in the trust, providing exemplary practice.
- ★ Coach and mentor local SENDCOs to create consistency of approach and high quality provision.

- ★ Attend SENDCO and other local networking meetings and take responsibility for updating personal subject knowledge.
- ★ Liaise with outside agencies to ensure timely and effective support for pupils.
- ★ Utilise budget effectively to meet priorities identified.
- ★ Appraise SEND staff team alongside Headteachers in the school.

Leading Teaching and Learning

- ★ Identify and adopt the most effective teaching approaches for pupils with SEND.
- ★ Monitor and evaluate teaching and learning activities to meet the needs of pupils with SEND
- ★ Liaise with other schools to ensure continuity of support and learning when transitioning pupils with SEND.
- ★ Complete and submit applications for Education, Health and Care Plans (EHCPs) to be assessed by the Local Authority.
- ★ Co-ordinate all Annual Reviews and attend/chair when necessary.
- ★ Ensure relevant training is impacting on teaching and learning.
- ★ Support headteachers in carrying out SEND reviews, monitor actions and measure impact.
- ★ Work with schools beyond the trust as required to improve SEND provision for the wider community.

Recording and Assessment

- ★ Support school staff in setting targets for raising achievement among pupils with SEND.
- ★ Collect, analyse and interpret assessment data from a range of sources including school, local and national data.
- ★ Set up systems for identifying, assessing and reviewing SEND.
- ★ Report to the Trust Board and Local Academy Councils on the effectiveness of provision for pupils with SEND.
- ★ Ensure parents are kept informed about their child's progress by the schools in the Trust.

THIS ROLE IS SUBJECT TO THE REQUIREMENTS OF:

- ★ National Standards for SENDCOs.
- ★ National Professional Standards for Teachers.
- ★ SEN Code of Practice 0-25.
- ★ The Conditions of Service for School Teachers in England and Wales.

In September 2009 it became law for every new SENDCO in a mainstream school to gain the Master's-level National Award for Special Educational Needs Co-ordinator within 3 years of taking up the post.

SAFEGUARDING CHILDREN & SAFER RECRUITMENT

The Stour Federation is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment. The SENDCO plays a role in this within the school and the post is subject to enhanced DBS disclosure, prohibition and disqualification checks.

The Stour Federation will ensure that:

- The policies and procedures relating to safeguarding and safer recruitment and adopted by the governing body are fully implemented and followed by all staff;
- Sufficient resources and time are allocated to enable the designated persons and other staff to discharge their responsibilities in relation to safeguarding, including taking part in

strategy discussions and other inter-agency meetings and contributing to the assessment of children.

ADDITIONAL DETAILS

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description will be reviewed annually and the CEO reserves the right to alter the content of this job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.