

## **JOB DESCRIPTION - SENDCO**

### **1. Line of responsibility:**

The SENDCO will be directly responsible to the Headteacher of the academy.

### **2. Job purpose:**

The SENDCO will provide professional leadership and be responsible for the day to day efficient management of SEND and will be responsible for the implementation of the SEND policy across the academies in their hub.

The post holder will support the development of the SEN agenda across their hub. The whole community will need to see you as a highly effective leader who is able to lead by example by being an excellent practitioner.

The post holder will set the highest expectations for self and for others. They must be committed to ensuring that all pupils receive an outstanding educational experience that is focused on raising performance at every level.

### **3. Conditions of employment:**

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment).
- The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the Trust.
- To maintain confidentiality.
- To participate in training and other learning activities and performance development as required.
- The post holder shall be subject to all relevant statutory and institutional requirements.
- The post holder may be required to perform any other reasonable tasks after consultation.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.

### **4. Duties and responsibilities:**

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by Headteachers.

The SENDCO shall carry out their professional duties in accordance with and subject to the "Conditions of Appointment" as set out in the School Teachers Pay and Conditions document.

The post holder will carry out the duties of the SENDCO in consultation, where appropriate, with the Headteachers and Line Manager.

### **Key Accountabilities:**

- To Lead, manage, develop and maintain a high-quality special educational needs (SEN) provision (including pupils with medical needs);
- To lead, monitor and evaluate the development of learning and teaching strategies for pupils with SEN;
- To ensure that staff are provided with relevant information and training relating to the support of these pupils;
- To lead the raising of standards of attainment and achievement with SEND pupils in all year groups and ability profiles for all schools within the hub;
- To ensure that paperwork relating to students with SEN meets statutory requirements and are actioned as appropriate;
- To ensure that all paperwork including records and policies meet statutory requirements;
- To maintain appropriate relationships with parents of pupils with SEN and with relevant external organisations;
- To carry out any other duties as may from time to time be required by the Headteachers and Line Manager.

These accountabilities will be delivered by:

- Working with others to create a shared strategic vision for inclusion;
- Inspiring confidence in staff across the Trust in relation to children with special educational needs and disability (SEND);

#### **Responsibilities of the SENCO in the Code of Practice:**

Paragraph 6.90 (on pages 108-109) of the SEND Code of Practice sets out the main responsibilities of the SENCO.

The document states that SENCOs may be expected to:

- Oversee the day-to-day operation of the school's SEN policy;
- Co-ordinate provision for children with SEN;
- Liaise with the relevant designated teacher where a looked after pupil has SEN;
- Advise on the graduated approach to providing SEN support;
- Advise on the deployment of the school's delegated budget and other resources to meet pupils' needs effectively;
- Liaise with parents of pupils with SEN;
- Liaise with early years providers, other schools, educational psychologists, health and social care professionals, and independent or voluntary bodies;
- Act as a key point of contact for external agencies, especially the LA and its support services;
- Liaise with potential next providers of education to ensure pupils and their parents are informed about options and a smooth transition is planned;
- Work with the hub Headteachers and the Local Advisory Body (LAB) to ensure that the school meets its responsibilities under the Equality Act (2010) with regard to reasonable adjustments and access arrangements;
- Ensure that the school keeps the records of all pupils with SEN up to date.

#### **Core duties:**

- To provide strategic leadership of SEND across the specified academes;
- To deliver the DLPT SEN policy and ensure the unique needs of each school is met in the individual school policy documents;
- Ensure that the senior leadership team at each hub school are informed about current

good practice and legislation relating to SEN and inclusion and that policies and practices relating to SEN are up to date;

- To manage the identification of students learning needs and the provision of monitoring and evaluation on behalf of the specified academies;
- Liaise with Curriculum Leaders and SLT over provision for students and provide suitable alternatives to mainstream activity where appropriate;
- Clearly communicate the philosophy of the Inclusion work with colleagues to develop effective practice in the management of students' learning;
- To monitor and evaluate the quality of teaching in interventions of pupils with SEND;
- Maintain SEND record and liaise with external agencies as necessary;
- Advise on delivery and set work for and monitor outcomes to groups of students engaged with the area of SEND;
- Maintain and develop systems for identifying, assessing and reviewing provision and progress in line with statutory requirements under the current Code of Practice;
- To support common standards of practice within the specified academies wider Inclusion Team and develop the effectiveness of teaching and learning styles;
- Lead on the development and implementation of inclusive practice throughout the hub and liaise with teachers across academies, including delivering appropriate training when necessary;
- Maintain an accurate SEN register for each school and ensure provision maps meet the needs of pupils and statutory provision at all times, including overseeing the identification and review of pupils with SEND;
- Ensure that concessions for pupils with SEND are considered and applied for in order for fair access with regard to end of Key Stage SATs and other statutory testing;
- Prepare for statutory assessments and ensure that all pupils with a statement of education have an annual review;
- Monitor offsite or bought in learning packages for students on the SEND record;
- Ensure regular meetings are held with parents and carers re IBPs and monitoring of student progress;
- Liaise effectively with staff across the hub, including pastoral, attendance and behaviour support teams, to ensure high quality provision for pupils with SEN;
- Update Provision Maps for students and monitor the impact of the strategies;
- Ensure that Education and Health Care Plans (EHCPs) and other relevant documentation relating to students with SEN are regularly reviewed with pupils, parents and other agencies and recommendations made are implemented;
- Liaise with students/parents/outside agencies to ensure effective provision;
- Ensure value for money in the allocation of resources including staffing and course
- Support and facilitate reintegration of students into mainstream provision where appropriate;
- Effective application for EHCP plans in order to ensure the correct provision for students.
- Lead and manage the transition of SEND students.

## 5. General Duties

- Play a full part in the life of the DLPT community, to support its distinctive mission and ethos and to encourage staff and pupils across the Trust to follow this example;
- Contribute to the review of Trust policies as appropriate;
- Provide support for pupil's emotional and social needs by encouraging and modelling positive behaviour in line with each school's Behaviour policy and demonstrating high expectations of work and behaviour;
- Attend relevant meetings and participate in training opportunities and performance appraisal as required;
- Participate in agreed schemes of teacher appraisal, including all aspects of in-service training;

- Undertake any other duties as may be reasonably required;
- Participate in administrative and organisational tasks related to the duties described above.

## **6. Lone Working**

The post holder is to observe the recommendations by DLPT regarding working alone in schools. Due care and attention should take place at all times and any emergencies or major incidents are to be reported to the Head of School as soon as possible.

## **7. Training**

The post holder is required to keep up to date with legislation and training. Courses may need to be undertaken from time to time and hours may be varied to accommodate such training.

## **8. Health & Safety**

The post holder is required to gain an understanding of the DLPT health and safety procedures, health and safety legislation, and statutory codes of practice and regulations from time to time in force, comply with them at all times and ensure that safety equipment and protective clothing provided are always used during your hours of work for the Academy. The Academy's health and safety information is available in the School Office and further information is set out in the Academy's policies and procedures.

## **9. Working Conditions**

The DLPT is a Multi-Academy Trust (MAT), as such staff may be required to work or travel between any of the MAT locations together with any future School premises within a reasonable travelling distance.

## **10. Safeguarding**

The DLPT is committed to safeguarding and promoting the welfare of children and young people. Regular safeguarding checks will be carried out by the HR Department.