

## SENDCo JOB DESCRIPTION

In addition to the duties as set out in the job description for class teachers, the post holder will work in close partnership with the current Inclusion Leader to be:

Responsible for SEND for identified pupils or year groups, overseeing the work of identified LSAs. To lead, manage, develop and maintain high quality SEND provision, within identified year groups, which enables quality teaching, excellent learning outcomes and success for all pupils by working in partnership with parents and carers, school staff and relevant outside agencies.

### Safeguarding

- Be responsible for promoting and safeguarding the welfare of all children, especially those who are vulnerable and have additional needs.
- Be familiar with and have read Part 1 of KCSIE September 2023, and adhere to the school's agreed policy and procedures for child protection.
- Pass on any concerns about a child to the DSL or the Deputy DSL at the earliest opportunity.

### Specific Responsibilities

- To be very familiar with the SEND Code of Practice 2014 and the Equalities Act 2010.
- To work collaboratively under the guidance of the Inclusion Leader.
- To have line management experience and responsibility for identified staff.
- To lead, manage, develop and maintain high quality SEND provision, which enables quality teaching, excellent learning outcomes and success for all pupils within your remit regardless of their starting points.
- To be innovative and creative in helping to ensure that the curriculum meets the needs of our SEND pupils.
- Lead our SEND team as SENCo
- To model effective teaching, to coach and train colleagues and to teach, as appropriate
- To be organised and keep all aspects of paperwork including records and policies up to date and actioned as appropriate.
- To support the identification of and disseminate the most effective teaching approaches for pupils with SEND across the school.
- To deliver and contribute towards training needs of support staff, to ensure that we adopt best practices from current thinking.
- To devise and promote plans to ensure the needs of pupils with SEND are met and that they are reflected in the school development plan in liaison with phase leaders and class teachers.
- To organise and lead on Annual Review and Termly progress meetings.
- To maintain an up to date SEND register that reflects the needs of the school.
- To be responsible for monitoring the progress against targets for pupils with SEND from teachers' plans, evaluate the effectiveness of teaching and learning by work analysis and use these analyses to guide future improvements.
- To promote good practice throughout rationalisation and organisation of resources, monitoring long term and medium term planning, providing INSET and guidelines for team members, so that the quality of teaching in all its aspects is **at least** good.

- To represent the school at courses and meetings, disseminate new learning and inform staff of current ideas and good practices.
- To ensure that all team members adhere to agreed school policies and procedures in relation to behaviour, safety and high attainment, with a particular focus on SEND.
- To be responsible for leading and chairing meetings for your team in accordance with the Code of Practice and the school's aims and objectives in relation to the School Improvement Plan.
- To work with pupils, class teachers and key stage managers to ensure realistic and challenging expectations of pupils with SEND.
- To be responsible for ordering, monitoring and maintaining resources within an agreed budget (with guidance from the Inclusion Leader or School Business Manager).
- To liaise with relevant outside agencies and to speak at meetings organised for parents or governors.
- To be aware of and implement safe procedures in line with the Health and Safety at Work Act, particularly in the area of specific responsibility.
- To make links with other local primary and secondary schools in relation to the relevant phase.
- To support team members in achieving high quality teaching and learning, so that the school can achieve 100% Good or Outstanding.
- To ensure that all staff within your team are always mindful of the school's priorities as identified with the School Improvement Plan.
- To seek own professional development opportunities and offer training for others, both within school and in other settings.
- To be a Performance Management reviewer of identified staff in your team.
- To prepare termly reports for the Headteacher and Governing Body, demonstrating the impact you are having on outcomes.
- To deal with and follow up on behaviour and parental concerns in liaison with class teachers.
- To take team members to account within agreed boundaries, if they fail to meet the required standards and after providing relevant support.
- To work in collaboration with other agencies and parents to achieve the best outcomes for pupils.

The above mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other duties as may be required by the Line Manager that are broadly within the grading level of the post and the competence of the post holder.

This job description will be reviewed annually.