**Job Description**

**SENDCO – Salary MPS/UPS + TLR 2c (£6,450)**

**Relationships**

The post holder:

* is responsible to the Principal;
* is accountable to the Principal, the Governing Body and the Trust for providing vision, leadership and direction for Special Educational Needs and Disabilities (SEND) department in the school, helping to ensure that it is managed and organised to meet its aims and targets

**Core purpose and strategic responsibilities**

The post holder will:

* be learning-centred;
* focus on the leadership of the Special Educational Needs and Disabilities provision in the school;
* ensure high quality education for all students, with a specific focus on supporting all students who are identified as SEND;
* reflect the highest possible professional standards.

**Whole school responsibilities**

* provide professional leadership and management for the SEND provision of the school;
* ensure equality of opportunity for all students;
* establish high quality education for all by supporting all staff to realise the potential of all students;
* establish a culture that promotes the need to be outstanding, champion equality, and drive for high expectations of all students;
* promote a professional learning community which enables others to achieve.

**Specific responsibilities as SENDCO**

**Leadership**

* lead the SEND team and to be instrumental in planning for continual improvement and to make a contribution to the evaluation of the work of the department;
* ensure efficient and effective deployment of staff within the department;
* be responsible and accountable for the achievements of students identified as having SEND, with specific focus on ensuring positive value-added and closing and achievement gap for underachieving and vulnerable groups;
* provide regular information to the Principal and Governing Body on the evaluation of the effectiveness of provision for students with SEND, to inform decision-making and policy review;
* have overall responsibility for the quality of provision, support, and outcomes for any student on the SEND or Medical Needs register;
* support developments and initiatives to improve standards in literacy and numeracy as well as access to the wider curriculum;
* support the Principal in meeting statutory responsibilities for SEND statements and their Annual Review;
* lead and manage quality assurance and evaluation processes in the SEND department;
* lead or organise relevant CPD provision for staff as necessary;
* play a strategic role in development planning;
* co-ordinate and lead SEND department meetings, and attend whole school events, e.g. Open Evenings, parents’ evenings as required
* oversee the appraisal of colleagues in the SEND department;
* ensure all SEND policies are kept up to date and meet all legislation;
* maintain accurate and up-to-date records.

**Student Progress**

* use data to track student progress and identify the priorities for continuous improvement and raising of standards;
* review IEPs and support plans with parents, students, teachers and agree and communicate new targets;
* lead the Annual Review meetings for students with EHC plans;
* work with students, subject leaders, class teachers and those with tutorial/pastoral responsibilities to ensure realistic expectations of behaviour and achievement is set for SEND pupils;
* oversee and monitor the quality of IEPs and other support plans such as pastoral support plans and maintaining detailed information for subsequent meetings with parents;
* monitor the progress of students and co-ordinate intervention as necessary.

**Communication**

* develop systems for colleagues to monitor and record progress made by pupils with SEND towards the achievement of targets set in IEPs and support plans;
* liaise with subject departments, feeder schools particularly regarding transition, and external agencies such as exam boards, EWO, EP, & alternative education providers;
* coordinate the application for special arrangements in external examinations in conjunction with the Examinations Officer;
* liaise with the Examinations Officer to ensure Educational Psychology reports are up to date and provision for special needs for all examinations is identified and met.
* lead on decisions regarding curricular provision and assessment arrangements for students with SEND.

**Other**

* any other reasonable duties and responsibilities of the post so requested by the Principal.

**The post holder is Line Manager for:**

* All Teaching Assistants

**The post holder will:**

* Act as professional advisor to the Principal and Governors, as required

**The post holder is subject to:**

* The Conditions of Employment as contained in the *School Teachers’ Pay and Conditions Document*

**Re-Negotiation:**

* Elements of this Job Description may be renegotiated at the request of either party and with the agreement of both

This Job Description does not define all duties and responsibilities of the post and will be reviewed, modified or amended annually after discussion between the post holder and the Principal. The Schools’ Pay and Conditions document (2014) also details the statutory professional duties and responsibilities of classroom teachers.

Updated June 2017.