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| **Job Description** | | |

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| **Job Title:** | SENDCO |
| **Reports to:** | Deputy Head Teacher |
| **Key Contacts:**  **Internal:**  **External:** | SLT, Teaching Staff, Teaching Assistants and Students  Parents and carers |
| **Job Impact:**  **College wide,**  **Faculty wide,**  **Classroom wide** | College wide - Coleridge Campus |

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| **Role Summary:**  Strategic development of the school's Special Educational Needs and Disabilities (SEND) provision and oversight of the day-to-day operation of that policy with the aim of maximising SEND students’ progress and attainment. |
| **Key Tasks and activities:**     * Put provision in place to ensure that the progress of students with SEND improves relative to those without SEND. * Ensure that the school carries out its statutory responsibilities regarding all students with an Educational Health and Care Plan (EHCP) * Support all staff in understanding the needs of SEND students. * Support departmental developments of their SEND provision. * Monitor progress towards targets for students with SEND. * Analyse and interpret relevant school, local and national data. * Liaise with staff, parents, external agencies and other schools to coordinate their contribution, provide maximum support and ensure continuity of provision.   **Teaching and Learning**   * Support the identification of and disseminate the most effective teaching approaches for individual students with SEND. * Work with staff to develop effective ways of bridging barriers to learning through assessment of needs. * Monitoring of teaching quality and student progress and achievement. * Target setting – EHCPs, or Provision Maps, PSP, EHA. * Keep up-to-date accurate records. * Collect and interpret specialist assessment data to inform practice. * Undertake day-to-day coordination of SEND students' provisions through close liaison with staff, parents and external agencies. * Work with Senior Leaders, Middle Leaders and classroom teachers to ensure all students’ learning is of equal importance and that there are high and realistic expectations of students. * Teach up to 8 lessons out of 30 per week, either whole class teaching, or intervention work, as requested by the Deputy Head.   **Leading and managing**   * Provide professional guidance to staff to secure good teaching for SEND students, through both written guidance and meetings. * Lead on the performance management process for SEND teachers and Teaching Assistants. * Advise on and contribute to the professional development of staff, including whole school INSET provision. * Provide regular information to the Head Teacher and Governing Body on the evaluation of SEND provision. * Work closely with the Alternative Provision Lead and the Behaviour Lead to develop suitable alternative curriculum plans, as appropriate, for students with SEND.   **Effective deployment of staff and resources**   * Advise the Head Teacher and Governing Body on priorities for deployment of staff, and utilise resources with maximum efficiency; * Maintain and develop resources, co-ordinate their deployment and monitor their effectiveness in meeting the objectives of the school overall, and SEND policies and priorities; * Work with external agencies to maximise resources made available.   **Other professional requirements**   * Co-ordinate all Annual Reviews and reviews of EHCP and/or PSPs and EHAs where appropriate and attend / chair when necessary. * Attend Year 6 Annual Reviews for primary students with EHCPs to help facilitate continuity and progression through the development of a transition programme. * Liaise with Year 5 students requiring advice about provision (Secondary School SENDCO). * Exercise a key role in assisting the Head Teacher and Governors with the strategic development of SEND policy / provision. |
| **Key Skills and competencies:**   * QTS * Excellent teacher * Enjoy working with young people * Educated to at least degree standard * Confident when dealing with students and colleagues * Excellent communication skills * Happy to work independently or as part of a team * Be well organised and flexible * Motivated and hardworking * National SENDCO qualification is desirable   **General Accountabilities**   * Be responsible for own safety and not endanger that of colleagues/visitors to the workplace. * Work in accordance with the Codes of Conduct, Regulations and policies of the Parkside Federation, and its commitment to equal opportunities and safeguarding. * Ensure that output and quality of work is of a high standard and complies with current legislation/standards.   This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes. As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.  This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the line manager in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation. |