**SENDCo JOB DESCRIPTION**

**Post title:** SENDCo

**Grade:** Salary plus allowance

**Responsible to:** Senior Leadership Team

**Responsible for:** SEND support staff

**Purpose of the job:** The SENDCo is required to carry out the duties of a schoolteacher as set out in the School Teachers' Pay & Conditions Document and the Teachers’ Standards.

**Overall responsibility**

* To lead, manage, develop and maintain high quality SEND provision which enables quality teaching, excellent learning outcomes and success for all pupils
* To model effective teaching, to coach and train colleagues and to teach across the school
* To keep all aspects of paperwork including records and policies, up-to-date and actioned, as appropriate

**Key Accountabilities**

**Strategic direction and development of SEND provision in school –** with the support of and working with the SLT – **to:**

* Contribute to a positive ethos in which all pupils have access to a broad, balanced and relevant curriculum.
* Support all staff in understanding the needs of SEND pupils
* Devise and promote plans to ensure the needs of pupils with SEND are met and that they are reflected in the school improvement plan
* Regularly monitor 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
* Analyse and interpret relevant school, local and national information relating to pupils with SEND and advise the head teacher on the level of resources required to maximise achievement
* Liaise with staff, parents, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of educational provision for pupils with SEND
* Develop partnerships with parents to ensure that their views are considered and acted upon appropriately
* Ensure that pupils with SEND are enabled to share their views and that these are acted upon appropriately

**Teaching and learning – to:**

* Support the identification of, and disseminate the most effective teaching approaches for pupils with SEND.
* Collect and interpret specialist assessment data on SEND to inform practice
* Work with pupils, class teacher and key stage managers to ensure realistic and challenging expectations of pupils with SEND
* Monitor the use of resources, teaching activities and target setting and develop and maintain a recording system for progress of pupils with SEND

**Leading and managing Staff – to:**

* Achieve constructive working relationships and establish opportunities for the SENDCo, support assistants and other teachers to review the needs, progress and targets of pupils with SEND
* Provide regular information to Senior Leadership Team (SLT) and governors on the effectiveness of SEND provision and outcomes
* Advise and contribute to all aspects of SEND training to ensure the professional development of staff

**Parents, the community and extended schools – to:**

* Play a full part in the life of the school community
* Work with parents and families who have a child with SEND offering support and guidance
* Encourage parents to participate in the life of the school in a variety of ways

**Managing own performance and development – to:**

* Demonstrate resilience and resourcefulness.
* Take responsibility for own professional development.
* Participate in the school’s appraisal and professional development scheme, ensuring that objectives are set and met within the agreed time-scale.
* Think creatively and imaginatively to anticipate and solve problems and identify opportunities

**Use of Resources – to:**

* Identify appropriate resources to promote and support the achievements of SEND children and ensure they are used efficiently, effectively and safely
* Oversee and monitor appropriate budget allocations in liaison with the Principal and School Business Manager

**Additional responsibilities and general requirements – to:**

* Undertake any professional duties commensurate with the grade of the post, reasonably delegated to him/her by the Principal
* Show commitment to the school, its inclusive ethos and equal opportunities for all in the school community, opposing strongly any form of discrimination
* Attend and participate in relevant training sharing the knowledge and ideas gained with colleagues