

SPECIAL EDUCATIONAL NEEDS DISABILITY CO-ORDINATOR (SENDCo)	
Job Description	
Core Purpose	
Strategic development of the school's Special Educational Needs (SEND) provision and oversight of the day-to-day operation of that policy with the aim of raising SEND pupil achievement.	
Areas of responsibility and key tasks	
<ul style="list-style-type: none"> Put provision in place to ensure that progress of pupils with SEND improves relative to those without SEND. Ensure that the school carries out its statutory responsibilities regarding all students with an EHCP. Support all staff in understanding the needs of SEND pupils. Support departmental developments of SEND provision. Monitor progress towards targets for pupils with SEND. Analyse and interpret relevant school, local and national data. Liaise with staff, parents, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of provision. 	
Teaching and Learning	
<ul style="list-style-type: none"> Support the identification of and disseminate the most effective teaching approaches for individual pupils with SEND. Work with staff to develop effective ways of removing barriers to learning through: <ul style="list-style-type: none"> assessment of needs monitoring of teaching quality and pupil achievement target setting – SSP's with a clear focus on the Provision Map keeping accurate records Collect and interpret specialist assessment data to inform practice. Undertake day-to-day co-ordination of SEND pupils' provisions through close liaison with staff, parents and external agencies. Work with Senior Leaders, teachers, Heads of Years and pastoral staff to ensure all pupils' learning is of equal importance and that there are high and realistic expectations of pupils. 	
Leading and Managing	
<ul style="list-style-type: none"> Provide professional guidance to staff to secure good teaching for SEND pupils, through both written guidance and meetings. Lead on the line management process for SEND teachers and Support 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. 	
Effective deployment of staff and resources	
<ul style="list-style-type: none"> Advise the head teacher and governing body of 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 school and SEND policies. Work with external agencies to maximise resources made available. 	
Other professional requirements	
<ul style="list-style-type: none"> Co-ordinate all Annual Reviews and reviews of EHCP's, Student Support Plans and/or PSPs, Early Help Assessments, other referrals where appropriate and attend/chair when necessary. Attend Year 6 Annual Reviews for primary pupils with statements to help facilitate continuity and progression through the development of a transition programme. Liaise with Year 5 pupils requiring advice about provision. Exercise a key role in assisting the head teacher and governors with the strategic development of SEND policy/provision. 	
Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken is not identified.	
Line Manager:	
Line Management responsibility for:	
Time allocation:	
TLR:	
Performance Manager	