

**Job Description for SENDCo and Pastoral Lead**

POST TITLE: SENDCo and Pastoral Lead

RESPONSIBLE TO: Headteacher and Governing Body

GRADE: MPS/UPS plus SEN Allowance (£2,149)

0.2 SEND non-contact time (in addition to PPA time)

PURPOSE OF POST

* To strategically develop the Special Educational Needs and Disabilities provision within the school.
* To oversee and monitor the day-to-day implementation of the SEND policy.
* To assist the Headteacher in promoting the highest standards of behaviour across the school, ensuring that pupils’ behavioural and emotional needs are being met to ensure that they effectively engage with their learning.
* To work with the Headteacher to promote and safeguard the welfare of pupils.

DUTIES AND RESPONSIBILITIES

In addition to carrying out the duties of a class teacher, as outlined in the current *School Teachers’ Pay and Conditions* document, the post holder will receive a SEN allowance to fulfil the following requirements.

**Leadership and Management**

* Be an excellent role model, exemplifying high standards of teaching and learning and promoting high expectations, in relation to meeting the needs of children with SEND and behavioural needs.
* Assist the Headteacher in monitoring and evaluating whole school behaviour systems, and promoting effective, positive and inclusive behaviour management strategies.
* Assist the Headteacher in promoting and protecting the health, safety and welfare of pupils and staff.
* Act as the first point of contact with parents/carers in the Headteacher’s absence.
* Monitor and evaluate the effectiveness of SEND provision.
* Update and review all policies and documentation relating to SEND, ensuring that all statutory documents are up-to-date and shared with the relevant stakeholders.
* Maintain the SEND register.
* Ensure up-to-date and accurate records are kept of all interventions/involvement for individual children.
* Undertake professional development activities to increase own effectiveness and keep up to date with knowledge of national and local initiatives and how they may impact upon policy and practice.
* Plan and deliver training for all staff in relation to overcoming barriers to learning and statutory responsibilities.
* Assist staff in the identification of children with behavioural and SEND needs, advising them of appropriate strategies.
* Support and develop colleagues in relation to SEND through advice, guidance and organisation of in-service training.
* Secure, allocate and monitor a resource budget to ensure effective curriculum access for all children with a SEND.
* Organise and manage statutory EHCP reviews and/or other statutory obligations.
* Assist the Headteacher in the appointment of 1:1 TAs.
* Supervise and manage 1:1 TAs, including Performance Management Reviews.
* Liaise with parents/carers of children with SEND, promoting positive working relationships.
* Liaise and collaborate with outside agencies to raise the achievement of children with SEND.
* Attend governor meetings, as required, providing reports regarding the provision and progress of SEND pupils.
* Act as Deputy DSL in the Headteacher’s absence.
* Assist the Headteacher in ensuring that additional support is in place to safeguard SEND pupils due to their additional needs.
* Attend CiN/TAC meeting as appropriate.
* Attend Peer Review meetings/networking opportunities for sharing good practice.

**Teaching & Learning**

* In conjunction with the Headteacher and Teaching and Learning Lead, monitor teaching and learning, including work scrutiny, to ensure they meet the needs of children with SEND.
* Model outstanding, inclusive teaching and support colleagues as appropriate.
* Evaluate the impact of inclusive teaching and support staff to improve practice.
* Ensure all staff are kept up to date with teaching and learning strategies that promote effective inclusive practice.
* Work alongside colleagues to develop appropriate schemes of work and individualised programmes for children with SEND.

**Assessment & Recording**

* Develop an evaluative provision management cycle.
* Track and monitor children’s progress and set targets for raising achievement for children with a SEND.
* Interpret a range of assessments, including school, local and national SEND data.
* Support teaching staff to track children’s progress, with a particular focus on SEND.
* Advise staff on setting targets for raising attainment and accelerating progress.
* Work alongside teachers to identify appropriate support for children.