



## **Special Education Needs & Disability Coordinator (SENDCo)** **Job Description**

### **Job Details**

Title:	SENDCo & Children's Champion for Vulnerable Groups
Salary:	MPS/UPS + TLR2a
Hours:	As per STCPD
Contract:	Permanent, Part time 3 days per week (0.6)
Reporting to:	Inclusion Leader (DHT) & Headteacher
Responsible for:	LSAs working with children with SEND

### **Main Purpose**

The SENDCo, under the direction of the inclusion manager (DHT) and headteacher will;

- Determine the strategic development of special educational needs and disability (SEND) policy and provision in the school.
- Be responsible for the implementation and overseeing the day-to-day operation of the school's SEND policy.
- Lead, manage and maintain high quality SEND provision, which enables quality first teaching, excellent outcomes and success for all pupils. Champion the needs and provision for vulnerable groups such as PPG, FSM, BCA, LAC (as identified by SLT) to ensure success for all pupils.
- Provide professional guidance for colleagues, working closely with staff, parents and other agencies. Model effective teaching, to coach and train colleagues and teach across the school.
- The SENDCo will be expected to fulfill the professional responsibilities of a teacher, as set out in the School Teachers' Pay & Conditions Document.

### **Duties & Responsibilities**

#### **A. Strategic development of SEND policy & practice**

- Have a strategic overview of provision for pupils with SEN or disability across the school, monitoring and reviewing the quality of provision.
- Contribute to school self-evaluation in relation to SEND.
- Ensure the SEND policy is put into place.
- Maintain an up to date knowledge of national and local initiatives which may affect school policy and practice.
- Evaluate whether funding is being used effectively and propose changes to make use of funding more effective.

#### **B. Operation of SEND policy and co-ordination of provision**

- Maintain the SEND register of pupils and school provision map, ensuring all records are kept up-to-date including LSA timetables.
- Provide guidance and advice for colleagues on the graduated approach to providing SEND support.
- Be aware of the provision of the local offer.
- Liaise with early years' providers, other schools, educational psychologists, health and social care professionals and independent or voluntary bodies (e.g. CAHMS, OT, SALT etc.).
- Act as key point of contact for external agencies, especially the LA and its support services.
- Analyse assessment data for pupils with SEND or those from identified vulnerable groups.
- Coordinate, implement and lead interventions for pupils with SEND or for those from identified vulnerable groups.



- Liaise with the relevant teachers where a looked after pupil has SEND.
- To coordinate arrangements for exams (school and external) for pupils who are entitled to extra time, reading assistance or scribing etc. with the assessment leader (AHT).
- Carrying out termly individual plan reviews and annual reviews with teachers and parents.
- Complete referrals of pupils to external agencies for assessments.
- Completion of SEND paperwork from external agencies.

**C. Support for pupils with SEN or disability**

- Respond to initial concern forms from teachers and support the identification of, and dissemination of the most effective teaching approaches for pupils with SEND.
- Coordinate provision that meets the pupils' needs and monitor its effectiveness.
- Secure relevant services for the pupil.
- Ensure records are maintained and kept up to date.
- Review education, health and care plans with parents or carers and pupils.
- Communicate regularly with parents or carers, developing partnerships to ensure that their views are considered and acted upon appropriately.
- Ensure that pupils with SEND are able to share their views and these are acted upon appropriately.
- Ensure smooth transitions for pupils; liaising with potential next providers of education to ensure SEND pupils and their parents are informed about options.
- Promote the pupil's inclusion in the school community and access to the curriculum, facilities and extra-curricular activities.
- Work with the designated teacher (Inclusion Leader) for looked after children, where a looked after child has SEND needs.

**D. Leadership and Management**

- Work with the Headteacher, Deputy Headteacher and Governing Body to ensure that the school meets its responsibilities under the Equality Act (2010) with regard to responsible adjustments and access arrangements.
- Advise on the deployment of the school's delegated budget and other resources to meet pupil's needs effectively.
- Prepare and review information the board of governors is required to publish.
- Contribute to school improvement action planning.
- Identify staff training needs and how to meet these needs.
- Lead CPD for staff.
- Lead and manage learning support assistants working with pupils with SEND.
- Lead staff appraisals and produce appraisal reports.
- Liaise closely with and support the Designated Safeguarding Leader as required.

**Additional Responsibilities**

- Show commitment to the school, its inclusive ethos and equal opportunities for all in the school community, opposing strongly any form of discrimination.
- Undertake any professional duties commensurate with the grade of the post, reasonably delegated to him/her by the headteacher.

***This job description may be amended at any time in consultation with the postholder.***

**Last review date:      October 2019**

**Next review date:     Sept 2020**

**Headteacher/Line Manager's signature:**

**Date:**

**Postholder's signature:**

**Date:**