

BROOKFIELD SCHOOL

Chester Road

London

N19 5DH

**SENDCo at Brookfield**

This position is non-class based with some regular individual, group and whole class teaching commitments.

The person appointed will be passionate about inclusive education; have the confidence and ability to be strategic and to inspire others; possess excellent organisational and teaching skills and have significant experience of working successfully with children with special educational needs. The person appointed will take responsibility for managing the coordinating of provision for special educational needs and disabilities (SEND) across the school from nursery to Y6 and contribute to the schools’ leadership and strategic direction.

Brookfield can offer you:

* The opportunity to work in an inclusive, creative and friendly school, with brilliant children and alongside dynamic and dedicated staff
* A school that prioritises staff well-being with opportunities to develop your skills through professional development and research projects
* The chance to work in a school where you can really make a difference and develop changes
* The chance to be part of our school’s improvement journey

**Job description**

1. Ethos

* Role model inclusive practice across the school in all interactions with children and staff
* Demonstrate a clear commitment to Brookfield’s vision and values
* Be committed to the warm, caring and inclusive ethos of the school
* Demonstrate a strong desire to achieve the highest possible levels of educational attainment for each child in the school, especially those with SEND, including a commitment to pupils’ spiritual, moral, social and cultural development
* Promote the values and achievements of the school to the community

2. Liaison and cooperation

* Develop positive working relationships with children, staff, outside professionals, parents and governors and be prepared to give feedback about their views and needs to the Leadership Team

The SENDCo will work in a positive and courteous manner with:

* all pupils and members of staff
* representatives of the Local Authority
* organisations and agencies relevant to primary school teaching and learning
* parents, governors and the wider community

3. SENDCo

* Successful completion, or near completion, of the National Award for SENDCo,
* With the headteacher and governing body, determine the strategic development of SEND policy and provision in the school. Updating SEND policy and the School Offer in line with statutory guidance.
* Be responsible for the operation of SEND policy and coordination of specific provision made to support individual pupils with SEND, including those who have EHC plans.
* Ensure early intervention is prioritised with swift referrals to outside agencies. Applications for EHC needs assessments and other funding applications are actioned promptly so that funding is available to resource the best support for the most vulnerable children.
* Provide professional guidance to colleagues and will work closely with staff, parents and other agencies.
* Be aware of the provision in the Local Offer and be able to work with professionals providing a support role to families to ensure that pupils with SEND receive appropriate support and high quality teaching.
* Oversee the day-to-day operation of the school’s SEND policy including: co-ordinating provision for children with SEND, advising on the graduated approach to providing SEND support, advising on the deployment of the school’s SEND budget and other resources to meet children’s needs effectively, liaising with parents of children with SEND, liaising with early years providers and other schools.
* Being a key point of contact with external agencies, especially the local authority and its support services, liaising with potential next providers of education to ensure children and their parents are informed about options and a smooth transition is planned.
* Working with the headteacher and school governors to ensure that the school meets its responsibilities under the Equality Act (2010) with regard to reasonable adjustments and access arrangements, ensuring that the school keeps the records of all pupils with SEND up to date
* Inspire all pupils with SEND to aim high and to work to the best of their abilities
* Work closely with parents/carers to provide support, advice and arrange training as appropriate
* Report on a termly basis to the leadership team on the progress of children with SEND

4. Leadership

* Provide a model of excellence as a leading SEND practitioner and be able to inspire and motivate others
* Line management of Deputy SENDCo (1 day a week) and SEND support staff encouraging a problem solving approach
* Work alongside staff to improve their practice
* Monitor standards of achievement for children with SEND through a careful analysis of data, planning,, lesson visits, work scrutinies and classroom teaching
* Be accountable to the headteacher for progress and achievement of children with SEND

5. School Improvement

* Play a key role, contributing to the leadership team, in the monitoring of SEND children, staff and school performance, including termly Pupil Progress Review meetings, work scrutinies and lesson visits
* Contribute to the development and review of whole school policies and planning
* Report to the full Governing Body and relevant committees on SEND at Brookfield
* Take a pastoral role in supporting high standards of behaviour, through the implementation and promotion of the school’s Positive Behaviour Policy
* Demonstrate high standards of personal integrity, loyalty, discretion and professionalism and publicly supporting all decisions of the Headteacher and Governing Body
* Undertake such reasonable duties as the Headteacher and Governors may, from time to time, require

Depending on the school’s future needs and circumstances, there may be additional opportunities for class teaching in the future.

6. Staffing and Continuing Professional Development

* Keep up to date with local and national changes to SEND policy and practice through attending SENCo forum and wider reading. Keeping all staff informed of changes as appropriate.
* Alongside the Head teacher, take an active role in the recruitment and induction of SEND staff
* Help organise and deliver INSET as well as supporting staff with their own professional development
* Act as a performance management reviewer for Deputy SENDCo and SEND support staff
* Be proactive in the participation of school-based INSET and meetings as well as external CPD opportunities
* Participate in your own performance management and monitoring activities, following statutory and school policies

7. Review and reflection

* Be able to review and reflect on your own practice, identifying areas of strength and areas for development

This job description will be reviewed regularly to take into account changes in legislation, school policies, school circumstances and the abilities and wishes of the post holder.