**Lea Valley Primary School**

**Job Description**

**SENDCO**

Salary Scale: Main Scale - TLR 2A/B depending on experience and training

Responsible to: Headteacher

To assist in the promotion, direction and oversight of high standards of teaching and learning, pupil achievement and progression through effective inclusion for pupils with special educational needs, ethnic minority, disabilities and moreable pupils.

The SENDCO will have oversight of IEPs, EHCPs and SEND colleagues who come to work with children in the school.

In the context of this job description, pupils with special educational needs and disabilities are deemed to include:

* Pupils on the School’s Special Educational Needs Register;
* Pupils who are more able;
* Pupils with identified specific learning difficulties;
* Pupils with identified behavioural problems;
* ‘Looked After’ pupils;
* Pupils whose first language is other than English;
* Pupils eligible for free school meals;
* Pupils belonging to ethnic minorities;
* Pupils of Romany, gipsy or traveller families;
* Pupils with medical needs.

**Duties:**

The duties outlined in this job description are in addition to those covered by the most recent School Teachers’ Pay and Conditions Document. It may be modified by the Heateacher, after discussion with you, to reflect or anticipate changes in the job, commensurate with the salary and job title.

**The SENDCO will:**

* Support the vision, ethos and policies of the school which secure effective teaching, successful learning and promote high levels of achievement and self-esteem for all pupils irrespective of background, ethnicity, gender or disability;
* Help lead and manage the creation and implementation of the school strategic plan which identifies priorities and targets for ensuring pupils achieve high standards and make progress, increasing teachers’ effectiveness and securing school improvement and to take responsibility for appropriately delegated aspects of it;
* Support the evaluation of the effectiveness of the school’s policies and developments and analyse their impact on pupils who have special educational needs;
* Ensure the effective and proficient use of pupil data from a variety of sources, both internal and external, in the process of target setting;
* Raise standards of individual pupil achievement and ensure that good attainment is maintained by providing a model of high quality teaching;
* Ensure that parents are well informed about the curriculum, targets, individual pupils’ progress and achievement;
* Establish highly effective communication between the school and the many outside agencies and evaluate the impact of all provision.

**Teaching and Learning**

* Work with staff to identify and adopt the most effective teaching approaches for those pupils with special educational needs;
* Monitor teaching and learning activities to meet the needs of pupils with special educational needs;
* Liaise with other schools to ensure continuity of support and learning when transferring pupils with special educational needs.

**Recording and Assessment**

* Set targets for raising achievement among pupils with special educational needs;
* Collect and interpret specialist assessment data;
* Set up systems for identifying, assessing and reviewing special educational needs;
* Update the Headteacher and governing body on the effectiveness of provision for the pupils with special educational needs;
* Develop understanding of learning needs and the importance of raising achievement among pupils;
* Attend consultation evenings and keep parents informed about their child’s progress.

**Leadership**

* Lead on all intervention programmes in school;
* Encourage all members of staff to recognise and fulfil their statutory responsibilities to pupils with special educational needs;
* Provide training opportunities for learning support assistants and other teachers to learn about special educational needs;
* Provide workshops and consultation surgery for parents of pupils with SEDCO;
* Disseminate good practice in special educational needs across the school;
* Complete the national qualification for SENDCOs within two years;
* Identify resources needed to meet the needs of pupils with special educational needs and advise the Headteacher of priorities for expenditure.

**Other Duties and Responsibilities**

* Undertake any other reasonable task as directed by the Headteacher.