



Job Description

Position Title:	SENDCo		
Line Manager:	Headteacher		
Indirect Reports:	Assistant SENDCo, HLTAs		
Department:	SEND	Job Code:	Full time, permanent
Location:	Furness Academy	Salary Grade:	L10 – L12

1. JOB PURPOSE

As SENDCo, you will play a key role in ensuring that the Academy's practice aligns with the SEND code of practice and other statutory requirements. The SENDCo will be part of the Academy's Senior Leadership Team (SLT) and will contribute to the smooth running of the organisation.

The role will be responsible for:

- The strategic development of special educational needs policy and provision in the Academy.
- The day to day operation of the SEND policy and coordination of specific provision to support individual students with SEND.
- Providing professional guidance to colleagues, working closely with staff, parents and carers and other agencies.
- Making a sustained and well-informed contribution to the SEND provision at the Academy as well as whole Academy improvement strategies.
- Lead, manage and direct EHCP meetings with students, parents and professionals.

2. ACCOUNTABILITIES

Key areas of accountability and responsibility include:

STRATEGIC DEVELOPMENT OF SEND POLICY AND PROVISION

- Have a strategic overview of provision for students with SEND across the Academy, monitoring and reviewing the quality of the provision.
- Contribute to Academy self-evaluation, particularly with respect to the provision for students with SEND.
- Ensure the SEND policy is put into practice and its objectives are reflected in the School Improvement Plan.
- Maintain up to date knowledge of national and local initiatives that may impact the Academy's policy and practice.
- Evaluate whether funding is being used effectively and suggest changes to make use of funding more effectively.
- Develop strategic links with primary schools post 16 establishment to support cohesion and seamless transition between Key Stages.

OPERATION OF THE SEND POLICY AND CO-ORDINATION OF PROVISION

- Maintain an accurate SEND register.
- Provide guidance to colleagues on teaching pupils with SEND and advise on SEND support.
- Advise on the use of the Academy's budget and other resources to meet students' needs effectively,

including staff deployment.

- Work collaboratively with other schools, health and social care professionals and external agencies.
- Be a key point of contact for external agencies, especially the Local Authority (LA).
- Analyse assessment data for pupils with SEND.
- Implement and lead intervention groups and evaluate their effectiveness.

SUPPORT FOR STUDENTS WITH SEND

- Identify a student's SEND
- Co-ordinate provision that meets the students' needs and monitors its effectiveness.
- Ensure records are maintained and kept up to date.
- Review EHCPs with parents or carers and the students.
- Communicate regularly and effectively with parents and carers.
- Promote students' inclusion in the Academy community and access to curriculum, facilities and extra-curricular activities.

LEADERSHIP AND MANAGEMENT

- Work with the Headteacher and Governing Body to ensure the Academy meets its responsibilities to SEND provision.
- Prepare and review information the Governing Body is required to publish.
- Contribute to the School Improvement Plan and whole-school policy.
- Establish and maintain a purposeful working atmosphere.
- Identify training needs for staff and how to meet these needs.
- Lead INSET for staff.
- Promote an ethos and culture that supports the Academy's SEND policy and promotes good outcomes for students with SEND.
- Review support staff performance on an ongoing basis.

SAFEGUARDING

- Liaise and collaborate with the Designated Safeguarding Lead (DSL) on matters of safeguarding and welfare for pupils with SEND.
- Remain alert to the fact that students with SEND may be more vulnerable to safeguarding challenges.

BEHAVIOUR & SAFETY

- Embed the Furness Academy Vision and Values into the life and work of the students in the faculty to support the raising of expectation and aspiration.
- Establish a safe environment, which supports learning and in which students feel secure and confident.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Participate in appropriate meetings with colleagues and parents/guardians, communicating with parents in a professional manner at all times, promptly responding to parental enquiries by telephone, letter or email as appropriate.
- Implement Furness Academy policies consistently and follow procedures outlined in the staff handbook.

SAFEGUARDING

Furness Academy is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks

Note:

This job description may be periodically reviewed after consultation with the post holder.

PERSON SPECIFICATION

QUALIFICATIONS AND TRAINING

- Have qualified teacher status QTS.
- Have an accredited SENDCo qualification.
- Have a degree
- Have evidence of Continuing Professional Development relevant to the SENDCo role

EXPERIENCE

- Experience in a secondary school setting, with a strong understanding of SEND provision and strategies.
- Experience of working at a whole-school level.
- Experience of conducting training / leading staff INSET.
- Experience of working with children with a wide range of SEND.

SKILLS AND KNOWLEDGE

- Sound knowledge of the SEND code of practice.
- Ability to plan and evaluate interventions.
- Data analysis skills and the ability to use data to inform provision planning.
- Effective communication and interpersonal skills.
- Ability to build professional and effective working relationships.
- Good record-keeping skills
- Possess an in depth knowledge of national priorities with the ability to implement innovative, needs-based curricula for pupils with SEND.

PERSONAL QUALITIES

- Commitment to getting the best outcomes for pupils and promoting the ethos and values of the Academy.
- Commitment to equal opportunities and securing good outcomes for pupils with SEND.
- Ability to work under pressure and priorities workload.
- Commitment to maintaining confidentiality at all times.
- Commitment to safeguarding and equality/