

Job Description: SENDCo and SENDV

Responsible to: Principal

Job purpose:

To account for the SENDV team and ensure the provision of high standards of teaching, support, intervention and guidance to help students overcome barriers to learning and engagement.

To lead a team of staff within the school to ensure effective support for SENDV students by promoting the removal of barriers to engagement and learning.

Responsible for:

- The academic achievement and wider welfare of students within the SENDV;
- As the lead for SEND ensure that student inclusion is kept as a priority across the school and to ensure the personalised support is implemented to meet the needs of individual students;
- Implementation of the SEND Code of Practice across the team and academy as a whole;
- Supporting good attendance and attainment of SEND students by working with the students, families and external agencies to remove barriers and promote success;
- Account for the bespoke and alternative educational programmes used to support student inclusion.

Main Duties and Responsibilities

The duties and responsibilities outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Principal, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Leadership duties

- Contribute to the Self Evaluation (SEF) and Development Plan (DP) for this area, directly accounting to the Principal on progress made;
- Prepare for audits and inspections that may take place for SEND;
- Account for student attendance;
- Overall accountability for the quality of teaching and learning within SEND, bespoke provision and wider learning programmes.
- Hold accountability for the progress and attainment of all students within SEND;
- Lead on the SEND Assessment Arrangements;
- Provide analysed and informative data to Senior Leadership and the Academy Council as requested. This progress information must include holistic progress data for all students within SEND;
- Undertake performance management of staff within the SEND team;
- Coordinate staff training to meet needs, consulting with key staff to ensure appropriate provision;
- Deliver whole school training as agreed and planned by the senior team, and/or the CMAT Executive Director for SENDV. Monitor the quality of this training and analyse impact of training delivered;
- Contribute to the development of relevant policy and work across CMAT as appropriate to ensure appropriateness and effective implementation;
- Manage all associated budgets including SEND funding allocation, ensuring diligent and beneficial expenditure to meet the needs of the child;
- Work with Locality Teams as required;
- Work closely with the Designated Child Protection Lead to create a joined up provision across the school.

Teaching and Learning

- Deliver high quality first teaching for up to 40% of a subject timetable in areas of specialism and report to subject leadership for these subjects. This teaching will be looked to as best practice for examples of differentiated teaching.
- Support colleagues with the development of differentiated and inclusive teaching and learning resources.

Special Educational Needs and Disability

- Attend trust SENDCo networks and take an active part of the developments for SEND across the trust.
- Report to the Academy Champion on a termly basis, presenting required information in an appropriate format.
- Take part in SEND termly reviews lead by the Executive Director.
- Undertake relevant training and update personal knowledge base as required.
- Write, direct and manage Educational Health Care Plans (EHCP), advise on appropriate implementation, monitor impact and review.
- Maintain and account for an accurate and detailed online K/SEN register, including the updates on this from staff at termly review points.
- Attend local authority SENDCo meetings.
- Take part in Local Authority (LA) panels as appropriate.

Inclusion

- Manage and support the quality assurance of provision, plus any provision that is brought on to site by external providers.
- Quality assurance should be managed to assure senior leaders that the quality of provision is positively impacting on the progress of students. Where progress is not positive, take corrective action to make appropriate changes.
- Facilitate Managed Moves (if required) alongside the Principal
- Work closely with the staff to ensure transition of student responsibility between house team and bespoke provision is smooth and that all information is shared appropriately.
- Overall accountability for the quality of curriculum provision and the wider school to ensure maximum impact on attainment outcomes.
- Support and inform discussions related to funding and relevant LA or local agreements that will impact on provision within the academy.

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder also has an implicit duty to promote the welfare of all children and young people. Where the post holder has a budgetary responsibility, it is a requirement of the role to work within the school's financial regulations. This will involve completing monthly monitoring reports and where necessary liaison with the Finance Team.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced check with the Disclosure and Barring Service.

SENDCo and SENDV Person Specification

Criteria	Essential / Desirable
Qualifications	
Relevant Degree	E
Teaching Qualification	E
Evidence of regular, relevant and recent professional development at appropriate level: Have achieved, be undertaking or a willingness to undertake SENDCo qualification	E
Experience	
Teaching experience with a track record of high student achievement	E
Experience of leading change in primary schools; ideally with a pastoral focus	D
Abilities, skills and knowledge	
A strategic and innovative thinker, with a vision for the role, and the ability to take a strategic view and work with others to deliver improvement	E
Ability to work with clear and measurable objectives to provide year on year improvement	E
Ability to inspire high levels of student engagement and trust	E
Demonstrate leadership qualities, with the ability to gain the confidence and respect of staff and motivate them to achieve highly	E
Ability to work within tight financial budgets	E
Excellent standards of communication and interpersonal skills, with the ability to build strong relationships with students, parents, staff, Academy Councillors and the wider community	E
Good knowledge of ICT systems to enable its use in analysis.	D
Professional knowledge and understanding	
In depth knowledge of SENDV and a desire to extend this further	E
Experience of developing whole school projects / events	E
Experience of working across multi-agencies	E
Personal Qualities	
Ability to work co-operatively with colleagues as part of a team	E
Enthusiasm, energy and a positive approach toward leading students and staff	E
A clear commitment to the principles of continuous professional development for staff as a means of raising achievement	E
The ability to work to deadlines and under pressure	E
The ability to give and receive feedback and act to improve own performance	E
Committed, reliable with high standards of professionalism	E
Excellent attendance and punctuality record	E
Commitment to form and maintain appropriate relationships with young people and their families	E