



# Ash Manor School

## Aspire and Achieve



### JOB DESCRIPTION & KEY ACCOUNTABILITIES

Post Title : SENDCO Salary/Grade : Leadership 8 - 12  
Location : Ash Manor School

### MAIN PURPOSE OF JOB

*This is a draft job description and the areas of responsibility will be developed to reflect the strengths of the post holder, their areas for development and aspirations.*

The purpose of the SENDCO is to provide strategic leadership of the provision for students with special educational needs and disabilities (SEND) across the school in order to ensure that these students make excellent progress

- ❖ The school provides high quality learning and teaching that leads to successful outcomes for students in terms of spiritual and moral growth, achievement, attitudes to learning, behaviour and personal development.
- ❖ To ensure that all statutory requirements are met and the work of the school for all SEND students is effectively monitored, evaluated and reviewed

### POSITION IN ORGANISATION

Immediate line manager: Assistant Headteacher

### KEY AREAS OF RESPONSIBILITY

*The duties outlined here are in addition to those covered by the latest School Teachers' Pay and Conditions Document.*

#### Strategic direction and development

- ❖ Support the development and implementation of the vision and strategic direction of the school
- ❖ To lead, manage and effectively deploy staff and resources within the SEND provision
- ❖ To lead, monitor and evaluate the development of learning and teaching strategies for students with SEND
- ❖ To ensure that staff are provided with relevant information and training relating to the support of these students
- ❖ Ensure that students who may require access arrangements are identified and assessed, and that the appropriate processes are followed to secure the right type and level of access arrangement for those who require this
- ❖ To lead on raising standards of student attainment and achievement with SEND students in all year groups and ability profiles
- ❖ To ensure that paperwork relating to students with SEND meets statutory requirements
- ❖ To maintain appropriate relationships with parents of students with SEND and with relevant external organisations
- ❖ To take a full role within the school community as a Senior Leader

#### Standards and expectations

- ❖ Contribute to creating and maintaining an environment and a code of behaviour which promote and secure excellent teaching, effective learning and high standards of behaviour and achievement
- ❖ Manage SEND to ensure improvements in students' knowledge, skills and abilities and facilitate excellent student progress

- ❖ Contribute to create and maintain an effective partnership with parents and carers to support and improve students' achievement and personal development
- ❖ Contribute to developing effective links with the wider community, including local, national and partnership arrangements, to extend the curriculum and enhance learning and teaching for those students with SEND
- ❖ Ensure that our SEND students develop study and information handling skills in order to learn effectively and with increasing independence
- ❖ Lead by example acting with integrity and respect in all aspects of leadership, showing professional regard for the policies, practices and the ethos of the school
- ❖ Foster positive relationships and attitudes to inspire and motivate
- ❖ Show an understanding of, and always act within, the statutory frameworks which set out professional duties and responsibilities

### **Learning and Teaching**

- ❖ Undertake a designated programme of teaching, consistently delivering high quality lessons
- ❖ Act as a role model through an open door policy in lessons and modelling best practice
- ❖ Maintain appropriate records and provide relevant accurate and up-to-date information for SIMs registers including the completion of the relevant documentation to assist in the tracking of students in lessons taught
- ❖ Set expectations for staff and students in relation to standards of achievement and the quality of learning and teaching
- ❖ Prioritise and manage time effectively, undertaking continued professional development in line with the role
- ❖ Ensure the effective/efficient deployment of classroom support
- ❖ Maintain discipline in accordance with the school procedures, and encourage good practice with regard to punctuality, behaviour, standards of work and homework
- ❖ Contribute towards reviewing, developing and refining schemes of work for departments taught in to extend and improve current resources
- ❖ Update professional knowledge and expertise as appropriate to keep up to date with developments in teaching practice and methodology in general, and in the curriculum areas taught in
- ❖ Ensure high quality learning environments within the department areas taught in
- ❖ Monitor the quality of the learning experience of students and lead appropriate intervention where required
- ❖ Promote a positive attitude to learning and celebrate student success, ensuring high achievement, regular attendance, excellent behaviour, good punctuality and good personal organisation

### **Leading and managing staff**

- ❖ Provide strategic leadership of provision for students with SEND across the school
- ❖ Contribute to inspiring, motivating, developing and enabling staff in the SEND Department and the wider school to carry out their respective roles to the highest standard consistent with the purposes of the school and its mission
- ❖ Lead the planning, allocation, support and evaluation of the work of the SEND department, ensuring effective delegation of tasks and responsibilities. This includes the department's Progress Coaches, SEND administrator and the Deputy SENDCO.
- ❖ Contribute to encouraging, leading, supporting and coordinating the continuing professional development of staff, offering an appropriate role model
- ❖ Implement internal QA systems within SEND regarding tracking of student attainment, achievement, experience and support
- ❖ Pay due regard to the school's equality policy and its application in the work of SEND student support system
- ❖ Ensure that Ash Manor School meets and aims to exceed its statutory obligations for the SEND children in our care
- ❖ Provide regular feedback for colleagues in a way which recognises excellent practice and results in a tangible impact on student learning
- ❖ Establish clear expectations and constructive relationships among staff

### **Effective communication**

- ❖ Communicate effectively with staff, students and parents and carers of students as appropriate
- ❖ Liaise with the Examinations Officer to ensure that the appropriate access arrangements are in place for pupils with SEND in both internal and external assessments
- ❖ Provide information, advice and support to the Governing Body to enable it to meet its responsibilities
- ❖ Where appropriate, communicate and co-operate with persons or bodies outside the school
- ❖ Follow agreed policies for communication in the school
- ❖ Attend, lead and contribute to meetings
- ❖ Take part in marketing and liaison activities such as Open Evenings, Parents' Evenings, liaison events with partner schools, etc.
- ❖ Regularly gain student and parent feedback

Whilst every effort has been made to explain the main duties and accountabilities of the post, each individual task undertaken may not be identified.

This Job Description may be amended at any time, following consultation between the post holder and Headteacher and will be reviewed annually. The appointment is subject to the current conditions as contained in the School Teachers' Pay and Conditions document and other current education and employment legislation.



# ASH MANOR SCHOOL

## SENDCO - PERSON SPECIFICATION



Attributes	Essential	Desirable
Education, Training and Qualifications	<ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Evidence of recent and relevant professional development</li> </ul>	<ul style="list-style-type: none"> <li>• Good Honours Degree</li> <li>• Appropriate SEND qualification/s</li> </ul>
Experience and Knowledge	<ul style="list-style-type: none"> <li>• Understanding of current trends in education, particularly in the SEND/Inclusion area</li> <li>• Successful teaching experience in at least two secondary schools or a significant variety of roles in the same school</li> <li>• Leading staff teams effectively</li> <li>• Proven track record in implementing strategies and interventions to rapidly raise achievement and standards</li> <li>• Understand the challenges associated with inclusion</li> <li>• Positive and impactful contact with parents, governors and the wider community</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of leading SEND in a mainstream secondary school</li> </ul>
Skills and Abilities	<ul style="list-style-type: none"> <li>• An excellent classroom teacher</li> <li>• Able to inspire, challenge and motivate others</li> <li>• Anticipate problems and develop creative solutions</li> <li>• Set and achieve ambitious, challenging goals and targets for self and others</li> <li>• Listen to and reflect on feedback from others</li> <li>• High level of oral, written and ICT skills</li> <li>• Excellent presentation skills</li> <li>• Able to build and maintain positive relationships with individuals and groups</li> <li>• Ability to manage change, conflict and empower others</li> <li>• Prioritise, plan and organise self and others</li> <li>• Good reasoning powers and ability to make balanced judgements in a variety of situations</li> <li>• Strategic planning and thinking</li> </ul>	<ul style="list-style-type: none"> <li>• Use of SIMS</li> <li>• Ability to represent school at a local and national level</li> <li>• Collaborate and network with others within and beyond the school</li> </ul>
Motivation and Personality	<ul style="list-style-type: none"> <li>• Desire to work with students who have SEND</li> <li>• Relentless optimism</li> <li>• Genuine concern for the welfare of staff and pupils</li> </ul>	
Personal	<ul style="list-style-type: none"> <li>• Able to work under pressure and manage own stress</li> <li>• Willing to accept the demands and challenges of the post and respond in a flexible manner</li> <li>• A sense of humour, loyalty, enthusiasm and dynamism</li> <li>• A strong sense of professionalism, commitment to upholding standards and setting an appropriate example</li> </ul>	