



St John's Primary School

Head Teacher: Mr M Stevanovic / Tel: 0208 5676251 / Green Man Gardens,
West Ealing, London W13 0SE / email: adminoffice@st-johns.ealing.sch.uk
Website: www.st-johns.ealing.sch.uk / Twitter & Instagram: @SJPSEaling

Job Description

Job title	SENDCo - Leading Practitioner – Non Class Based
Salary and grade:	L1-L5 £48,824 - £53,091 (Inner London Allowance)
School:	St John's Primary School
Line manager:	The headteacher/deputy headteacher for inclusion and the governing body of the school
Line management responsibility:	As identified in the school staffing structure / Support staff

Main purpose of the job:

- To take a lead role on strategic planning, policy development and evaluation and impact of the school's SEND policy following the most recent legislation, advice and guidance
- Oversee the day-to-day operation of the SEND policy with the aim of raising achievement of pupils with special educational needs and disabilities
- Lead on co-ordinating in and delivering interventions to support pupils and raise achievement
- Support, train and advise staff regarding SEND strategies and techniques
- Monitor the impact of teaching and learning for all pupils with SEND and disabilities
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school

Duties and responsibilities

All teachers are required to carry out the duties of a school-teacher as set out in the current *School Teachers Pay and Conditions* document. At this school the following areas have been highlighted as being of particular importance.

Leadership and management

- Support and implement the vision and ethos of the school
- Contribute to, implement and evaluate the success of the School Development Plan relevant to SEND
- Ensure the school meets its statutory SEND obligations
- Exercise a key role in assisting the SLT and governors with the strategic development of SEND policy/provision
- Ensure appropriate provision is provided to all SEND pupils including provision mapping
- Maintain robust systems for identifying pupils with SEND
- Maintain an accurate SEND register and provision map to ensure that provision meets the needs of students and statutory provision at all times, including overseeing the identification and review of students with SEND
- Lead staff to develop effective ways of bridging barriers to learning through assessment of needs, target setting, developing a recording system for progress
- Update the SLT and governing body on the effectiveness of provision for pupils with SEND on a regular basis
- Prepare reports for governors and others as appropriate
- Contribute to other related school policies/guidance and ensure they are adhered to



St John's Primary School

Head Teacher: Mr M Stevanovic / Tel: 0208 5676251 / Green Man Gardens,
West Ealing, London W13 0SE / email: adminoffice@st-johns.ealing.sch.uk
Website: www.st-johns.ealing.sch.uk / Twitter & Instagram: @SJPS Ealing

Teaching and Learning

- Have overall responsibility and accountability for SEND ensuring curriculum continuity, consistency, balance, match and progression
- Deliver and demonstrate support and interventions to pupils with SEND i.e. one to one, small group, whole class as appropriate
- Set targets for raising achievement among pupils with SEND
- Model and disseminate good practice in SEND across the school
- Lead regular meetings with teachers and teaching assistants who work with SEND pupils to ensure identification of the most effective teaching approaches for pupils with SEND
- Ensure that SEND pupils access and progress within the wider curriculum

Monitoring and Assessment

- Analyse and interpret relevant school, local and national data and advise the senior leader responsible for inclusion/SLT on the level of resources required to maximise achievement
- Monitor teaching and learning activities to meet the needs of pupils with SEND
- Monitor progress of objectives and targets for pupils with SEND from teachers' plans, evaluate the effectiveness of teaching and learning by work analysis and use these analyses to guide future improvements
- Play a key role in developing and maintaining SEND records, strategic assessments and the school provision map ensuring they are regularly reviewed and updated
- Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and well-being, refining your approaches where necessary
- Access arrangements for National tests

Manage resources

- Identify resources needed to meet the needs of pupils with SEND; advise the leadership team of priorities for expenditure and manage the SEND budget
- Organise and manage the use of SEND resources as appropriate, recording and evaluating impact

Staff development

- Carry out and actively participate in the appraisal/performance management process of identified staff
- Provide professional guidance to staff to secure good/outstanding teaching for SEND pupils, through both written guidance, modelling teaching, coaching and mentoring
- Take a lead role in identifying and providing training opportunities for support staff and teachers to learn about SEND and intervention strategies
- Keep up to date with current understanding of learning needs and ensure these are reflected in the school policies, procedures and that all staff understand the needs of SEND pupils
- Be responsible for your own continuous professional development and participate fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal



St John's Primary School

Head Teacher: Mr M Stevanovic / Tel: 0208 5676251 / Green Man Gardens,
West Ealing, London W13 0SE / email: adminoffice@st-johns.ealing.sch.uk
Website: www.st-johns.ealing.sch.uk / Twitter & Instagram: @SJPS Ealing

Other

- Liaise with staff, parents, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of provision
- Keep parents and carers informed about their child's progress on a regular basis
- Work collaboratively with other professionals, agencies, governors and neighbouring schools to secure the best provision for pupils with SEND
- Liaise with other schools to ensure continuity of support and learning when transferring pupils with SEND
- Promote parental interest and understanding by organizing displays, exhibitions and workshops where required
- To cover staff absence as necessary, whilst non class based
- To carry out any other duties reasonably requested by the Headteacher. The duties may be varied to meet changed circumstances in a manner compatible with the post held, at the reasonable direction of the Headteacher.
- Assist in the smooth running of the school at all times, including being responsible with the other TLR holders for the school in the absence of the headteacher, deputy and assistant headteachers

Note

This job description is not a contract of employment. It has been prepared for the purpose of school organisation and may change as a result of contractual changes or in the event of organisation changes. Nothing will be changed without consultation.

Signature of post holder: _____

Date: / / _____

Signature of headteacher: _____

Date: / / _____