**Job Description**

**SENDCO**

* To work strategically with the AHT SEND/Inclusion/Transition to lead and develop effective provision for students with SEND
* To ensure students with SEND and who are LAC make excellent progress in line with their peers
* To design and evaluate appropriate provision for students with SEND
* To strategically lead on the liaison with external agencies as and when appropriate to ensure effective provision for students with SEND
* To liaise effectively with other senior leaders and year teams to coordinate provision for students with SEND
* To work closely with the designated CP lead to ensure students’ needs are met
* To ensure that all statutory processes are followed and documentation completed systematically, making effective use of the SEND administrator to support procedures
* To lead on recruitment and retention to the inclusion department
* To lead on the application for FFI funding and ensure effective use of this funding in meeting students’ needs
* To lead on staff development to ensure quality first teaching for students with SEND
* To line manage the inclusion staffing to ensure effective use of resources and that the school meets the statutory SEND requirements
* To work with the Senior Leadership Team to prepare relevant sections of the whole School Improvement Plan (SIP) and whole school evaluation
* To lead appropriate INSET for subject leaders and all staff where relevant

Though this list is not exhaustive, it will form the basis of the responsibilities of the person appointed.