



Job description

Job Title: SENDCo

Location: Robert Mellors Primary Academy

Strategic direction and development of SEND provision in the school - with the support of, and under the direction of the head and deputy head teachers to:

- contribute to a positive ethos in which **all pupils** have access to a broad, balanced and relevant curriculum;
- ensure that the school carries out its statutory responsibilities regarding all students with an EHC Plan
- support all staff in understanding the needs of pupils with identified SEND and ensure that objectives to develop SEND are reflected in the school development plan;
- regularly 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;
- analyse and interpret relevant school, local and national data and advise the head teacher on the level of resources required to maximise achievement;
- liaise with staff, parents, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of provision.

Teaching and learning:

- support the identification of, and disseminate the most effective teaching approaches for pupils with identified SEND;
- work with staff to develop effective ways of bridging barriers to learning through;
 - assessment of needs
 - monitoring of teaching quality and pupil achievement
 - target setting – IEPs, Provision Maps etc
 - keeping accurate records
- collect and interpret specialist assessment data to inform practice;
- undertake day-to-day coordination of SEND pupils' provisions through close

liaison with staff, parents and external agencies

- work with pupils, class teachers, senior leaders and pastoral staff to ensure all pupils learning is of equal importance and that there are high and realistic expectations of pupils;
- monitor the use of resources, teaching activities and target setting and develop a recording system for progress.

Leading and managing staff:

- provide professional guidance to staff to secure at-least good teaching for pupils with identified SEND, through both written guidance and meetings
- achieve constructive working relationships and establish opportunities for the SENDCO, support assistants and other teachers to review the needs, progress and targets of pupils with identified SEND;
- provide regular information to the head teacher and governing body on the evaluation of SEND provision;
- advise on and contribute to the professional development of staff

Effective deployment of staff and resources:

- advise the head teacher, SLT, and governing body of priorities for expenditure and deployment of staff, and utilise allocated resources with maximum efficiency;
- maintain and develop resources, co-ordinate their deployment and monitor their effectiveness in meeting the objectives of school and SEND policies.
- take on any additional responsibilities which might from time to time be determined.
- to promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures
- to report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team
- to attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school