

Job title: Special Educational Needs and Disability Co-Ordinator (SENDCO)

Purpose: To lead on all aspects of SEND and Inclusion within the mainstream school. To work in partnership with the school's other complex Needs Provision Leader who is responsible for the school's additional resourced provision for children with complex needs.

Responsible to: The Executive Headteacher and Head of School

Professional duties and responsibilities

The duties 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 head teacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title. It will be reviewed in the context of the School Development Plan and Performance Management cycle.

Teaching and learning

1. Identify and adopt the most effective teaching approaches for SEND pupils.
2. Monitor teaching and learning activities to meet the needs of SEND pupils.
3. Liaise with other schools to ensure continuity of support and learning when transferring SEND pupils.
4. Promote Inclusion best practice and contribute to the aims and ethos of the school through continual modelling and promotion of good practice.
5. Teach a small group of children with SEN daily, either the RWI (Read Write Inc) programme or another intervention support group.

Recording and assessment

1. Set targets for raising achievement among SEND pupils and other groups as appropriate.
2. Collect and interpret specialist assessment and performance data and share with other staff and Governors as appropriate.
3. Set up systems for identifying SEND and assessing and reviewing SEND provision. This includes creating and monitoring EHC plans, provision maps with class teachers and teaching assistants.
4. Update the Senior Leadership Team and Governing body on the effectiveness of provision for SEN children.
5. Keep parents informed about their child's progress through individual meetings and at parent evenings.
6. As necessary, prepare applications for EHC plans; co-ordinate and attend annual reviews.
7. Assist the Assessment Leader in making applications for additional support, time and/or specific papers for end of Key Stage assessments.
8. Maintain the SEND register.
9. Evaluate the effectiveness of provision.

Leadership

1. Ensure all members of staff can recognise and fulfil their statutory responsibilities to SEND pupils
2. Provide training opportunities for teaching assistants and teachers to learn about Inclusion, including whole school INSET.
3. Disseminate good practice in Inclusion across the school.
4. Identify resources needed to meet the needs of SEND pupils and manage the SEND budget.
5. Work with the Senior Leadership Team and Governors on the strategic development of SEND & Inclusion, including reviewing and formulating appropriate policies.
6. To be responsible for the supervision and organisation of teaching assistants, including their performance management.
7. Support pupil progress meetings, ensuring actions are followed up in a timely and effective manner.
8. To be involved in the appointment of Teaching Assistants.
9. To work with the Early Years Leader and other key staff on developing the effectiveness of transition arrangements between the Nursery (and other pre-school settings) and the FS.
10. Liaise with the Educational Psychology service and other specialist and support agencies.
11. To keep abreast of developments in SEND (e.g., research, changes to the law) and inform staff and Governors, as necessary.
12. To attend appropriate training, CPD (Continuing Professional Development) and conferences and provide feedback to colleagues.
13. Lead CPD on inclusion matters as needed across the school.
14. Work with the Senior Leadership Team to plan the overall deployment of teaching assistants throughout the school.
16. Undertake SEND self-evaluation, contributing to the school SEF and development plan and planning for continuous improvement in inclusion practice.
17. Model good practice in teaching pupils with SEND including those with severe complex needs.
18. Develop links with governors, the LA (Local Authority), external agencies and neighbouring schools.

Other responsibilities

1. To willingly undertake any reasonable task requested by the Executive Headteacher and Head of School to support the safeguarding of staff and children.
2. To be willing to undertake the role of Designated Safeguarding Lead, if required.
3. To be the strategic lead for Medical Needs and line manage the member of the admin team who manages medical needs within the school.
4. To work in partnership with the 'Complex Needs Provision Leader' to ensure consistency of practice throughout the school and covering any absence if this occurred.

Agreed by:

Signature:

Date:

Executive Headteacher signature:

Date:

