

URSULINE HIGH SCHOOL

SENDCO

JOB DESCRIPTION

Post Title: SENDCO

Salary: M1 – UPS3 [£32,157 - £50,935] plus TLR 1c £12,113

Responsible to:

Date: April 2021

Responsibility for outcomes of students with SEN

KS3/4/5

Line Manager

Assistant Headteacher –
SEND

Line Management of

SEN Department

Performance Management of

SEND Leads in Department &
1 other [5]

Main duties

Development of SEND	<ul style="list-style-type: none"> ➤ To implement the SEND vision across the school ➤ To work collaboratively with the AHT SEND on the implementation, monitoring and evaluation of the SEND development plan. ➤ To develop provision for pupils with SEND resulting in positive impact for all students
Ethos	<ul style="list-style-type: none"> ➤ To contribute to the Ursuline ethos of Service ➤ To work collaboratively and develop

	<p>collaborative teams across the school across teaching departments and year groups.</p> <ul style="list-style-type: none"> ➤ To contribute to the development and provision for SEND, with a mindful focus on specific groups including those of colour & LGBTI+ ➤ To contribute to the development and provision of sensitive guidance to support all vulnerable students with SEND to understand about sexual exploitation, assault and violence. ➤ To continue to develop an understanding of the role of Catholic education and Ursuline education in the 21st C
Teaching and Learning	<ul style="list-style-type: none"> ➤ To ensure and sustain that quality first teaching is embedded in all departments to meet the needs of SEND students. ➤ To monitor and evaluate the quality of support given to students within the classroom and through interventions. ➤ To work with the AHT SEND to develop the expertise of the SEND leadership team to enable the dissemination of universal and targeted strategies. ➤ To monitor teaching and learning outcomes to ensure the needs of all SEND are met. ➤ Liaise with primary schools to ensure appropriate transition support and packages are put in place to enable a successful start to learning and belonging at UHS. ➤ Liaise with Wimbledon College to ensure continuity of support and learning is embedded across both sites.
Outcomes	<ul style="list-style-type: none"> ➤ To ensure all SEND students make appropriate levels of progress. ➤ To ensure all SEND students develop a sense of 'belonging' and are fully engaged in the wider life of the school community. ➤ To ensure all SEND students are supported to identify a pathway into

	adulthood.
Leading and Managing staff	<ul style="list-style-type: none"> ➤ To ensure the effective deployment of all SEND staff. ➤ To develop a collaborative team within the SEND department and across subject departments. ➤ To lead and develop a team by providing support, information, enabling discussion and encouraging continuing professional development to ensure sustain motivation and secure excellence. ➤ Participation in selection of new staff.
Identification	<ul style="list-style-type: none"> ➤ To ensure the SEND register is maintained and disseminated. ➤ To ensure SEND referrals are discussed and managed in line with the school timeline. ➤ To ensure applications for EHCP for individual students are undertaken appropriately. ➤ To follow the graduated response process and ensure plans, actions and reviews follow the assessment process. ➤ To refer students, as appropriate, for further assessments with external agencies. ➤ To ensure provision maps are appropriate and disseminated to all staff.
Recording and Assessment	<ul style="list-style-type: none"> ➤ Attend consultation evenings and keep parents informed about their child's progress. ➤ Manage and lead on EHCP annual reviews. ➤ Manage and lead on TAC meetings for SEND students. ➤ Attend and support the discussion at KS3/KS4 raising standards. ➤ Monitor and address attendance and behavioural needs across SEND.
Leadership	<ul style="list-style-type: none"> ➤ Work with all members of staff to recognise and fulfil their statutory responsibilities to pupils with SEND. ➤ Provide training opportunities for the SEND team. ➤ Disseminate good practice in SEND

	across the school.
Deployment of staff and resources	<ul style="list-style-type: none"> ➤ To ensure an effective and fair deployment of staff. ➤ To be responsible for a high quality learning environment within the SEND Department.
Review and Evaluation	<ul style="list-style-type: none"> ➤ To support the AHT for SEND with the review and evaluation of the Department improvement plan in order to ensure the implementation of the vision and mission statement of the school. ➤ To monitor and evaluate the standards of students' achievement within the SEND Department and lead in the setting of targets or improvements.
Examinations	<ul style="list-style-type: none"> ➤ To ensure all students receive the necessary support in line with JCCE regulations.
Communication/Administration	<ul style="list-style-type: none"> ➤ To contribute to the staff briefing sheet. ➤ To maintain and oversee records on all students with SEND.
Parent Partnership and Wide community developments	<ul style="list-style-type: none"> ➤ To support school functions. ➤ To develop supportive relationships with students, staff, governors, LA, relevant agencies, Wimbledon College & St Philomena's.
Continual professional development	<ul style="list-style-type: none"> ➤ To be committed to self review, one's own professional development and the professional development of colleagues.

Key competencies

Support and Challenge	<ul style="list-style-type: none"> ➤ A commitment to do everything possible for each student and to enable all students to be successful
Developing others	<ul style="list-style-type: none"> ➤ Works to develop the long term capabilities and potential of others within the department and across the school
Drive for improvement	<ul style="list-style-type: none"> ➤ Sets and tackles challenging targets
Initiative	<ul style="list-style-type: none"> ➤ The drive to act now to anticipate and pre-empt events