



## The Study Prep WIMBLEDON

### JOB DESCRIPTION

#### SENDCo(Full Time)

**Reports to:** Deputy Academic Wilberforce  
Deputy Academic Spencer House

**Area of Employment:** Learning Enrichment

**Working Hours:** Full time

### KEY RESPONSIBILITIES

#### General Duties:

The SENDCo will be a key part of the Learning Enrichment department, involved in both our school sites. They will work closely with the Academic team to support staff with inclusion, understanding pupils' needs, and deliver learning support provision. The SENDCO will have responsibility for pupils with SEND, learning support needs, the More Able pupils and pupils with English as an Additional Language.

The role requires a highly motivated team player who is able to work both independently and collaboratively to write pupil Support Plans and maintain the SEND and EAL register and relevant policies. This position comes with some class teaching responsibilities of core subjects.

The successful candidate will have a passion for inclusion and a strong understanding of the four broad areas of need. A key part of the role is supporting pupils, staff and families by building positive relationships.

The person appointed will be expected to:

- Work closely with classroom teachers, the School Leadership Team, parents and relevant external agencies to advise on SEND strategy, coordinate provision and monitor support.
- Carry out observations and assessments of pupils with SEND to identify needs and monitor progress.
- Regularly review Support Plans and manage EHCPs.
- Make referrals and coordinate with professionals both in and out of school – such as psychologists, health and social care providers, speech and language therapists and occupational therapists.
- Support teachers with strategies that create an inclusive classroom.
- Keep up to date with national and local policies and trends related to SEND.
- Ensure the Department's policies are carried out in school.

- Uphold all school policies and school values.
- Be committed to supporting all pupils to fully accessing school life.