



JOB DESCRIPTION

Job Title:	SENDCo
Responsibility Level:	L1 – L6
Accountable To:	Principal & Governing Body
Responsible To:	Vice Principal

Accountable For:

Ensuring that the areas of Academy life for which I am responsible contribute to outcomes above expectations for the Academy students, especially in the standards they attain, the progress and achievement they make and in their behaviour.

GENERAL RESPONSIBILITIES

1. In partnership with the Principal, to lead the school community to achieve or surpass the Academy's key performance indicators and targets for student outcomes.
2. To ensure that the Academy demonstrates continuous, rapid and above average improvement.
3. To secure the commitment of all staff and students of the Academy to its vision and the expectations set out in the Development Plan.
4. To model the values and behaviours expected of those in the Academy and to promote the Academy's core values and expectations in the language, policies and practices of the Academy.
5. To inspire by example, setting high standards of leadership in support of outstanding student progress.
6. To lead and develop a high-performing team.

SPECIFIC RESPONSIBILITIES

1. Take responsibility for the day-to-day operation of the SEND provision particularly the identification, assessment and subsequent support offered to students.
2. Maintain the SEND register and implement the procedures required by the current Code of Practice.
3. Ensure that all appropriate staff read the Statements of Need, are familiar with the SEND policy and refer students in need of assessment regarding possible special educational provision.
4. Create, maintain and distribute Special Educational Needs Support Plans (SSPs) for all students with Special Educational Needs at appropriate intervals, and use SSPs to evaluate the effectiveness of teaching and learning.
5. Liaise with all team leaders in order to effectively deliver the Special Educational Needs service, and to ensure that all students make progress in accordance with their SSP.

6. Liaise closely with the staff member responsible for Literacy and Numeracy in order to maximise the benefit of these initiatives to students with Special Educational Needs, and to fully exploit the skills of the SEND Curriculum Area.
7. Work with Achievement Coordinators in co-ordinating services, such as Educational Psychology Service, Child Guidance Services, Student Support Service, Literacy Support Service, etc.
8. Assist the Governing Body to discharge their statutory responsibilities in relation to students with SEN and to keep them well informed as to the implementation of the SEND policy. The annual report on the SEND provision should be produced by the SENDCo and presented to the Governors.
9. Manage the learning support contribution to the Homework Club, prospectus and website, including advice and guidance on the readability and suitability of articles.
10. Manage the learning support contribution to Academy performances and extra-curricular activities and visits - in particular helping and advising on participants with SEND.

ANNUAL RESPONSIBILITIES

To be negotiated on an annual basis.

OTHER REQUIREMENTS FOR ALL TEACHING STAFF

1. To carry out any other duties as may reasonably be required by the Principal.
2. To be aware of and adhere to all Academy policies and procedures.
3. To maintain confidentiality at all times.
4. To promote and safeguard the welfare of children and young people at the Academy.
5. To participate in supervisory duties as scheduled and commensurate with the responsibilities of the post.
6. The responsibilities defined in this job description are undertaken within the context of your responsibilities as a Teacher as defined in the School Teachers Pay and Conditions Document.