

The Westgate School

Job Description: SENDCo

Responsible to:

Deputy Head Teacher or Assistant Head Teacher

Purpose:

To lead and work collaboratively with key professionals to remove barriers to learning to ensure our children with SEND can achieve their personal best.

To ensure that Special Educational Needs and Disabilities (SEND) provision is both efficiently and effectively managed. The range of responsibilities delegated to the SENDCo with regard to provision and coordination is outlined below. The SENDCo is expected to ensure that all legal and statutory requirements are met for students with SEND.

Key Responsibilities:

Leadership and development of SEND provision

- *Ensure effective systems of communication, including feedback about student's learning to inform future planning;*
- *Monitor the quality of SEND support by establishing effective systems to identify and meet the needs of students, whilst ensuring that the systems are coordinated, evaluated and regularly reviewed;*
- *Ensure that the objectives of the SEND policy are reflected in the school improvement plan;*
- *Liaise with and coordinate the contribution of external agencies;*
- *Up-to-date knowledge of national and local initiatives which may impact upon policy and practice;*
- *Ensuring the school is meeting its statutory duties by developing and implementing the SEN policy to take into account changes to SEND Code of Practice and keep others informed;*
- *Monitor the effectiveness of SEN policy, SEND report, Accessibility Policy and Local offer to advise the leadership team of future improvements;*
- *Take responsibility for managing the Resource Base and ensure PEEPS and risk assessments are regularly updated and all equipment is serviced as per manufacturers' guidelines;*
- *Take responsibility for managing phase-transfer requests and transition for Year 6 students;*
- *Support students and their families to apply for post-16 / post-18 courses;*
- *Ensure examination access arrangements are applied for in a timely manner and ensure eligible students receive the support they are entitled to.*

Teaching and learning

- *Influence the whole teaching and learning policy to promote aspects of inclusive teaching and share best practice;*
- *Collect and interpret specialist assessment data gathered on students and use to inform practice;*
- *Work with students, subject leaders, class teachers with tutorial/pastoral responsibilities to ensure realistic expectations of behaviour and achievement is set for SEND students;*
- *Support developments and initiatives to improve standards in literacy and numeracy as well as access to the wider curriculum;*
- *Meet statutory responsibilities for Educational Health Care Plans (EHCPs) and Annual Reviews;*
- *Lead the Annual Review meetings for statemented students;*
- *Ensure all staff are equipped to support students with SEN by providing training, disseminating information and supplying a range of strategies to use with students;*
- *Encourage teaching staff to use the graduated response (assess – plan – do – review.);*
- *Ensure teachers are providing 'Quality First Teaching' to meet the needs of students;*
- *Monitor the impact of Teaching and Learning activities on the progress made by students with SEN;*
- *Work with the Engagement team to remove barriers to learning.*

Leading and managing staff

- Lead and manage all staff within the SEND department;
- Advise the leadership team on all staffing matters within the department;
- Carry out performance management;
- Encourage all staff to recognise and fulfil their statutory responsibilities;
- Identify the training needs of staff and organising/coordinating INSET to be delivered by other professionals;
- Ensure the establishment of opportunities for SEND Teaching Assistants to review the needs, progress and targets of students with learning difficulties;
- Provide regular information to the leadership team on the evaluation of the effectiveness of provision for students with SEND, to inform decision-making and policy review;
- Manage staff within the department to deliver specialist interventions (e.g. HI, VI, ASD, SALT).

Efficient and effective deployment of staff and resources

- Provide advice to the leadership team relating to resource requirements, the deployment of staff and timetabling in relation to the support of SEND;
- Organise and coordinate the work of colleagues to ensure appropriate deployment of learning resources including ICT;
- Maintain existing resources and explore opportunities to develop or incorporate new resources from the wide range available within and externally to the school;
- Ensure staff are effectively deployed to support the most vulnerable students;
- Be responsible for establishing budget priorities within their area of responsibility and ensuring funds are used effectively to provide best value.

Any other duties as directed by the Head Teacher, commensurate with the grade of the post

The post holder will:**Teaching and Learning:**

- Be an excellent reflective classroom practitioner;
- Have evidence of excellent subject and curriculum knowledge;
- Have a sound understanding of what makes an exceptional teaching and learning experience for pupils;
- Keep up to date with educational changes, recent developments and key initiatives;
- Have the willingness to 'take risks' through 'creativity' within the classroom;
- Will embrace coaching to allow teaching and learning to flourish;
- Have the teaching ability across age and ability range;
- Be able to use positive engagement for learning in an environment of mutual respect, which allows pupils to feel safe, secure and promote their self-esteem.

Marking, Assessment and Feedback:

- To follow the departmental bespoke marking, assessment and feedback policy ensuring work life balance;
- To assess pupils' work to inform next steps: teaching, progress and interventions;
- To be familiar with statutory assessment and reporting procedures and to prepare accurate reporting to parents;
- To meet statutory requirements where an accurate register of pupils each lesson is taken.

Confidentiality

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of The Westgate School or to the health and personal affairs of students and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation and you will be required to know when or what information can be shared and in what circumstances it is appropriate to do so.

Data Protection

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of GDPR 2018 and the relevant policies and procedures.

Safeguarding Children

In accordance with the School's commitment to follow and adhere to the Department for Education's guidance entitled "Keeping Children Safe in Education" (2018) and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the School. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the School community and outside agencies, and exercise sound professional judgment, which always focuses upon the best interests of the students and the school.

You are also required to know and comply with the DfE document 'Guidance for Safer Working Practice for working with Children and Young People'. You are required to have satisfactory Enhanced DBS clearance. Your role requires you to observe and maintain appropriate professional boundaries at all times and avoid behaviour that might be misinterpreted by others. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and despatch your duty of care appropriately at all times. You will be expected to present a consistently positive image of the School and uphold public trust and confidence at all times.

Freedom of Information

The post holder must be aware that any information held by the School, in theory, could be requested by the public, including emails and minutes of meetings. It is, therefore, essential that records are accurately recorded and maintained in accordance with the School's policies and procedures.

No Smoking / Intoxicants Policy

No smoking or intoxicants are permitted in any part of the premises or grounds managed, leased or owned by The Westgate School. No smoking or intoxicants are permitted in School vehicles or in any vehicle parked on School premises. Smoking of any product and the consumption of alcohol are strictly forbidden.