

## JOB DESCRIPTION

**POST:** SENDCo

**GRADE:** L4 – L7

**RESPONSIBLE TO:** The post holder is accountable to the Principal in all matters relating to this post. All staff are ultimately responsible to the Chief Executive Officer (CEO). The post holder will work closely with team members and support the team when necessary.

**PURPOSE:**

To carry out effectively the duties of a teacher and to lead the strategic development of Special Educational Needs and Disability (SEND) policy and provision in the Academy.

**MAIN DUTIES & RESPONSIBILITIES:**

The SENDCo would be expected to carry out the following duties and to recognise that the list is only indicative and that there might be other, similar duties which might be required to carry out.

- To lead the strategic development of Special Educational Needs and Disability (SEND) policy and provision in the Academy.
- To ensure a consistent whole Academy approach to achieving high standards through the high quality delivery of SEND support by all staff to promote outstanding outcomes for students with SEND, including academic progress and other progression indicators.
- To be responsible for the day-to-day operation of the SEND policy and co-ordination of specific provision to support individual students with SEND, ensuring all legal requirements are met.
- To maintain and promote the Academy's pursuit of excellence in all professional practice.
- To fully implement all Academy policies and procedures and contribute to the development of SEND policies.
- To provide high quality Leadership and Management commensurate with the needs of the Academy.
- To be accountable to the Principal for ensuring the educational success of the Academy within the overall framework of the Academy's Raising Achievement Plan (RAP).
- To create a culture of constant improvement within a collaborative professional learning environment.

### All Saints Academy

Helen Cullen, Principal  
Matt Britt, Chief Education Officer  
Fay MacRitchie, Chief Executive Officer

01305 783 391  
[www.allsaints-academy.co.uk](http://www.allsaints-academy.co.uk)  
[allsaints@asa.weareauthentic.education](mailto:allsaints@asa.weareauthentic.education)  
Sunnyside Road, Weymouth, Dorset, DT4 9BJ

### Strategic Development and Operation of SEND Policy and Provision

- To support individual staff and whole Academy staff in meeting the needs of students with SEND to promote students inclusion in the Academy community.
- To monitor the careful tracking of progress for pupils on the SEND register and with EHCPs to ensure next steps are addressed by class teachers.
- To review and update the SEND policy and associated working documents.
- To conduct and co-ordinate reviews for students with Education and Health Care Plans, communicating this to parent/carers regularly and in a timely manner.
- To oversee the reviewing and reporting process for students on the SEND register.
- Ensure that students performance targets are set, monitored and reported and that provision mapping is completed.
- To ensure staff are differentiating learning content to meet the identified needs of students with SEND that enables them to make progress.
- To make applications and co-ordinate Formal Assessment, where appropriate to identify a student's SEND.
- To be the designated teacher for LAC
- Ensure that all assessment data informs planning and sets targets to raise standards.

### Leadership and Management

- To prioritise and manage own time effectively, particularly in relation to managing the demands made by teaching, leadership and working with the Inclusion Team.
- Provide an example of excellence as a leading classroom practitioner to inspire and motivate other staff.
- To work with other leaders to promote outstanding progress of SEND students.
- To ensure teaching staff use Teaching Assistants (TAs) as effectively as possible in the planning and delivery of learning for students with SEND.
- Implement the Academy's performance management framework for line-managed staff.
- Ensure that communication channels exist, enabling all SEND staff to receive information they need in order to carry out their professional duties effectively.
- To identify training needs for staff/Inclusion team and organise a relevant CPD programme for all staff within the Academy.
- To quality assure evidence pertaining to the effective use by staff of:
  - key information (SEND register, Student Information Profiles (SIPs), annual review summaries etc.)
  - differentiation
  - deployment of TAs
  - displays and support material for students with SEND.
- To prepare and review information the Academy is required to publish.

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- To contribute to the leadership of SEND Teaching and Learning standards across the Academy.
- Lead by example, be personally visible and committed whilst adopting a strong, collaborative and flexible leadership style.
- Secure the commitment of parents and the wider community to the vision and direction of the Academy.
- Work with all stakeholders to generate enthusiasm and commitment.

### **Securing Accountability**

- Ensure all SEND staff have clearly defined responsibilities and accountabilities.
- Establish strong teaching and learning and behaviour management.
- Establish mechanisms for reporting to all key stakeholders at agreed intervals.
- Maintain high expectations of all staff and be prepared to challenge poor performance.
- Maintain a high profile around the academy.
- Undertake other reasonable duties related to the day to day administration and organisation of the Academy as requested by the Principal.

### **Supporting the Work of the Ambitions Academies Trust**

- Create strong partnerships with the Trust.
- Be a positive and active member of the Academy SLT.
- Develop strong, positive relationships with colleagues in the Trust, contribute to collaborative work across the Trust and support other staff participating in Trust work.
- Participate in the Trust and sector-wide activities in order to share best practice, contribute to the development of the Trust strategies as appropriate and policies and promote the Academy and the Trust in a local and national context.

### **GENERAL:**

- To promote and support AE's culture of "High Expectations for All" and encourage staff and pupils to follow this example.
- To promote and safeguard the welfare of children in your care or that you come into contact with in accordance with the Trust Child Protection and Safeguarding Policy.
- To comply with, promote and act in accordance with all Trust and Academy policies.
- To be responsible for complying with data protection legislation and expectations for confidentiality. Any issues or breaches to be reported to the Trust HR Director at the earliest opportunity.
- To be responsible for complying with health & safety legislation and guidance. Any issues or breaches to be reported to the Trust Estates Director immediately.
- To maintain consistent working relationship with colleagues, supporting them in line with your role and responsibilities.

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- To keep colleagues informed about aspects of your work and schedule which may affect the support you can give them.
- To develop your effectiveness by up-dating your knowledge and skills, seeking and taking account of constructive feedback on your performance, making effective use of the development opportunities made available to you.
- To identify and agree personal development objectives with your line manager.
- To be courteous to colleagues and provide a welcoming environment to visitors.

### **ADDITIONAL INFORMATION**

Throughout the Trust it is our practice to vary the specific responsibilities in line with the needs of the Trust. This will be carried out in consultation with the post holder.

This is an outline job description only and the post holder will be expected to comply with any reasonable request from a manager to undertake commensurate work of a similar level, or any lesser duties, that are not specified in this Job Description.

The aim of the job description is to indicate the general purpose and level of responsibility of the post.

Please be aware that duties may vary from time to time without changing their character or general level of responsibility.

Duties may be subject to periodic review by the Chief Executive Officer or nominated representative (in consultation with the post holder) to reflect the changing needs of the Trust.

**Signed:** ..... **Date:** .....

### **Post Holder**

One copy to be retained by member of staff and one kept on the employee's file.

**Authentic Education Trust is committed to providing a safe, supportive and stimulating environment for all its pupils following Keeping Children Safe in Education Guidelines. This post is exempt from the Rehabilitation of Offenders Act 1974**

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