

Job Description – Assistant Principal - SENDCO

Post:	Assistant Principal – SENDCO
Location:	The Hathershaw College
Scale:	L14 – L18, £61,042 - £67,351

Main Purpose of the position

- Determine the strategic development of special educational needs and disabilities (SEND) policy and provision
- Be responsible for the day-to-day operation of SEND
- Provide professional guidance to colleagues in the school and across the Trust
- Provide advice and support to parents and carers of students with SEND or those undergoing assessment
- To monitor the effectiveness of SEND provision to ensure the impact on student progress is maximised

Key Tasks

- Strategic development of SEND policy and provision
- Have a strategic overview of provision for pupils with SEND across the College, monitoring and reviewing the quality of provision
- Ensure the SEND policy is implemented and remains a high priority for all colleagues
- Maintain up-to-date knowledge of national and local policy
- Evaluate the effectiveness of the use of SEND funding across the College

Operation of the SEND policy and co-ordination of provision

- Maintain an accurate SEND register responding to changes in need over time
- Provide guidance to colleagues on teaching students with SEND and advise colleagues on the graduated approach to provide support for students
- Advise on the use of the school's budget and other resources to meet the needs of SEND students, including the deployment of staff
- Be aware of the provision in the Oldham local offer for children and young people with SEND
- Work with a variety of external agencies including the Local Authority, health and social care professionals, educational psychologists and speech and language professionals
- Analyse and act on academic monitoring data for students with SEND
- Lead the planning and implementation of intervention groups for students with SEND and evaluate the effectiveness of provision

Support for pupils with SEND

- Ensure the accurate identification of students with SEND
- Co-ordinate whole-school provision that effectively meets the needs of students with SEND
- Secure relevant external support/services for students with SEND
- Ensure records are maintained and kept up-to-date

- Review education, health and care plans (EHCP) with parents and carers, the pupil and external professionals
- Communicate regularly with parents and carers
- Ensure the timely and secure transfer of SEND information when a student transitions to another placement
- Promote SEND inclusion in the school community and access to a broad and balanced curriculum, facilities and extra-curricular activities
- Attend as required parents' evenings in the capacity of SENDCO

Leadership and management

- Work with the Principal and other colleagues as required to ensure the College meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and exam access arrangements
- Prepare information for the Local Governing Body (LGB) and Trustees
- Contribute to self-evaluation and improvement planning
- Identify training needs for staff and contribute to SEND-related professional development
- Promote an ethos and culture that supports the College's approach to SEND provision and promotes good outcomes for students with SEND
- Lead and manage a team of Learning Support Assistants (LSAs) and Assistant SENDCO
- Contribute to performance management processes
- Retain oversight of the Local Authority Hearing Resource Centre based at the College

General Duties

- Maintain confidentiality and observe data protection and associated guidelines where appropriate
- Undertake such duties and responsibilities at a similar level as directed by the Principal
- Undertake duties in line with those expected of other senior leaders

Requirements of All Trust Staff

- Promote and uphold the Trust mission statement, values and strategic aims and objectives
- Comply with the Academy and Trust's policies and procedures, including those relating to health and safety, safeguarding, welfare and security
- Work positively and inclusively with colleagues, students, parents and other partners
- Attend briefings and staff meetings as required
- Participate in the Trust's performance management processes and undertake professional development and training as required
- Be a positive role model and take responsibility for promoting good standards of behaviour and conduct of students
- Undertake other duties that are in accordance with the purpose and grade of the post as agreed with the Principal

The SENDCO will be required to safeguard and promote the welfare of all students and follow College policies and the staff code of conduct.

Whilst every effort has been made to ensure that the job description is comprehensive there will of course be a range of other tasks and responsibilities that are required to be carried out. These will be at the request of the Principal and commensurate with the nature of the duties outlined above and with the remuneration provided.