



JOB DESCRIPTION – SENDCo

Upton House is committed to safeguarding and promoting the welfare of children and young people, along with their protection and expects all staff and volunteers to share this commitment.

TITLE:

SENDCo

PURPOSE OF JOB

To Lead the Learning Support Department to meet the diverse needs of pupils by profiling, tracking, and monitoring those requiring support. Identify and support pupils promptly to enable progress, working with staff to provide effective, adaptive teaching. Build strong relationships with parents through clear communication and collaboration. Liaise with external agencies such as occupational therapists and educational psychologists to ensure cohesive support. Keep staff informed on SEND strategies and implement a school-wide SEND strategy. As part of the Senior Leadership Team (SLT), contribute to strategic planning and decision-making for inclusive education.

RELATIONSHIPS

Responsible to the Head, and Deputy Heads, working alongside SLT, and advisor to teaching staff, learning support staff and all tasks that fall within the SENDCo remit. Interact on a professional level with colleagues and seek to establish and maintain productive relationships with them in order to promote mutual understanding of the SEND provision within the school. Liaise with parents (ensuring strong communication and partnership) and outside agencies (e.g., OTs, EPs, specialists).

RESPONSIBILITIES AND KEY TASKS

Leadership and Management

- Proven experience in a SEND leadership role
- Lead and oversee the Learning Support Department, including staff management and development, ensuring that support is effectively timetabled throughout the school
- Plan, manage, and monitor departmental resources and budgets.
- Lead a weekly department meeting to discuss support and provision for SEND pupils and communicate relevant information to the Head, Deputy Heads, Head of EYFS, Head of Pre-Prep, Head of Prep and Director of Studies
- Conduct regular audits of pupil needs and their progress against targets
- Stay informed about developments in SEND education and share insights with staff
- Ensure all SEND-related policies are current, reviewed annually, or updated as required
- Represent the SEND department at SLT meetings, ensuring the inclusion of SEND priorities in the school's strategic vision
- Assisting Heads of Department in managing and appraising teaching staff

- Monitor and evaluate progress towards school targets and lead on action to drive continuous school improvement through leading, managing, developing, and maintaining a high-quality inclusion provision which enables quality teaching, excellent learning outcomes and success for all pupils, including those identified as SEND

Pupil Support and Intervention

- Strong working knowledge of SEND policy and statutory process'
- Proven track record in management and maintenance of EHCP and other statutory Local Authority and national level documentation
- Oversee the referral process for pupils
- Conduct classroom observations and provide staff with recommendations
- Develop and implement specific, measurable targets for pupils requiring additional support
- Engage pupils using diverse teaching strategies to meet their individual needs
- Maintain the school's SEND register and detailed records of pupils' assessments, support plans, and progress
- Work closely with the Early Years SENDCo to review progress and co-ordinate support for EYFS SEND pupils
- Work closely with teachers to monitor and evaluate the quality of teaching and learning for pupils with SEND
- Alongside the Learning Support Teachers, teach one-to-one and small groups

Communication and Collaboration

- Act as the primary liaison between parents, staff, and external agencies, ensuring effective partnerships
- Be able to strategize, plan and deliver INSET to monitor and develop staff knowledge and broaden understanding of SEND needs in school.
- Liaise effectively with outside agencies and external providers, to ensure that provision and support is provided to help meet the needs of all pupils
- Build positive and proactive partnerships with parents, communicate regularly and effectively, advising on next steps (e.g., assessments, recommendations, specialist referrals)
- Keep governors informed of SEND provision and developments
- Collaborate with SLT members to ensure SEND strategy aligns with overall school aims
- Manage exam access arrangements, ensuring appropriate accommodations are in place for pupils sitting assessments
- Support teachers to ensure that SEND processes and systems are followed accurately and completed in a timely fashion
- Prepare written reports, including documentation for parents' meetings and school records
- To prepare for visits by external organisations (e.g. ISI)