

## **Budmouth Academy Weymouth Job Description SENDCO**

**Reports to (designation): Vice Principal/Principal**  
**Salary range: L2 – L6 (Leadership Spine)**

### **1. Job Purpose**

To be responsible for leading and managing the provision of the Inclusion Team, the ASD Base and SEN Learning Support to enable high quality teaching and learning; effective use of resources; drive support of students learning to raise achievement and standards; and fostering inclusive practices in relation to teaching, learning and safeguarding to ensure effective support for SEND students across the school.

### **2. Job Duties and Responsibilities (including but not limited to)**

- To be responsible for the SEN/Inclusion provision, including TA's, LSA's and SEN administration.
- To agree, monitor, evaluate and be accountable for student progress targets for all SEND students.
- Overall leadership and management of the ASD Base.
- To be wholly responsible for the SEN Register and to ensure that the register is kept accurate and up-to-date.
- To carry out professional duties as described in the School Teachers Pay and Conditions document in line with the duties as outlined for staff on the Leadership Spine.
- To promote a professional, caring and supportive learning atmosphere within the school.
- Manage and review intervention programmes.
- Contribute to the school improvement plan in regards to Inclusion and SEND.
- To manage appropriate resources for the department and ensure they are used efficiently, effectively and safely.
- Plan, assess and support students' learning and progress against the schools' policies, data and curriculum and national requirements.
- To develop curriculum resources and staff CPD to ensure that students identified on the SEN register have the required levels of support.
- Manage the provision of special educational needs, including the allocation of support time and the writing of individual education plans.
- Identify students who are underachieving and implement/review necessary intervention strategies to support those students.
- Liaise with relevant outside agencies to ensure that individual student needs are met effectively and that the requirements of EHCP's are fully met and to arrange the annual returns.
- To ensure that accurate and detailed records of all meetings and discussions with parents/carers, staff and outside agencies are recorded in line with GDPR legislation.
- To ensure that relevant staff are kept informed of students' special educational needs and to work with staff to ensure that the individual student education plans are used to set subject specific targets.
- To be responsible for implementing and updating all school inclusion policies.
- To regularly hold and chair meetings for learning support staff to and to implement actions following these meetings. Manage the Learning support staff team timetable to ensure best use of staff and expertise.
- To liaise and meet with Senior and Middle Leaders on a regular basis to provide appropriate intervention and support for SEND students
- To provide training and support for teachers to ensure that teachers are able to meet the needs of SEND students in the classroom.
- Manage the provision for LAC and PLAC students, including the allocation of support funding and the writing of personal education plans and reviews.
- Work closely with the Senior Leadership Team (SLT) to support the Year 6 to Year 7 transition, ensuring appropriate provisions are in place for students with SEND, facilitating information sharing with staff, and coordinating targeted support strategies.
- Coordinating and implementing exam access arrangements, ensuring compliance with JCQ regulations, conducting assessments, liaising with staff and external professionals, and supporting students in accessing the appropriate accommodations.
- Liaise with relevant outside agencies providing Alternative Provision, to ensure that individual student needs are met effectively and that the requirements of Alternative Provision are fully met, and to arrange review of students' progress in Alternative Provision.

### **3. Other Duties**

- To continue personal development as agreed at appraisal.
- To engage actively in the performance review process.
- To address the appraisal targets set by the line manager each Autumn Term.
- To undertake any other duty as specified by School Teachers' Pay and Conditions Body (STPCB) not mentioned in the above.
- To play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To support the school in meeting its legal requirements for worship.
- To actively promote the school's corporate policies.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- To show a record of excellent attendance and punctuality.
- To adhere to the school's Dress Code

### **4. General**

- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

### **5. Knowledge and Skills**

- A SENCO qualification is essential
- ICT to advance the teaching and learning of students
- ICT to monitor and review progress through the analysis of data
- High level of organisation
- Experience of inclusion practices: gender differences, differentiation, SEN, gifted and talented.

### **6. Working Environment**

- Duties are normally performed in a classroom environment.
- Duties may be occasionally performed on field trips away from the school.
- The noise level in the work environment is usually moderate
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
- Employees will commit to using their influence with other staff and students to promote high standards of behaviour and order within the school.
- Working to maintain the school at the forefront of educational practice.
- Foster and sustain a culture of enterprise and creativity in all aspects of the school's operation acting as a role model to students and to support the ethos of the school being responsible for promoting and safeguarding the welfare of children and young persons that the postholder is responsible for or comes into contact with.

**Job Description Prepared by: Associate Principal**

**Date: February 2025**