

## Appendix 8 – Senior SENDCO Job Description

### JOB DESCRIPTION

**Job Title:** Senior SENDCO

**Salary:** L6-10

**Responsible to:** Principal

#### **Purpose of Job:**

To lead the strategic direction, development and evaluation of inclusion and SEND provision across the academy, under the Principal's direction and aligned with the aims of Resilience Multi Academy Trust. The Senior SENDCO will shape long-term SEND strategy, evaluate the academy's SEND effectiveness, and plan for future improvement. The post holder will manage the SEND team and promote person-centred, inclusive practice in line with the SEND Policy and the SEND Code of Practice (0–25).

#### **Duties and responsibilities:**

- To have high expectations of children and young people including a commitment to ensuring that they can achieve their full educational potential and to establishing fair, respectful, trusting supportive and constructive relationships with them.
- To ensure that the academy upholds its duties and complies with legislation according to the SEN Code of Practice.
- To be aware of the provision in the Local Offer and be able to work with professionals providing a support role to families to ensure that children with SEN receive appropriate support and high-quality teaching, make at least good progress and achieve good outcomes.
- To provide the strategic leadership in agreement with the Principal, for inclusion provision in accordance with the aims and objectives of the academy.
- To be accountable for the attainment and progress of SEND and LAC students in the academy.
- To be accountable for developing inclusive learning strategies that complement the Trust's Positive Discipline Policy and promotes a vibrant learning environment throughout the academy.
- To lead the academy's strategies for supporting students with medical needs to ensure full integration into the academy.
- Working in partnership with leaders by supporting and developing intervention strategies and evaluation of their impact on the day-to-day running of the academy.
- To be accountable for the development of effective partnerships with all Children's Services.
- To lead on the strategic development of student welfare and inclusion services in the academy.
- To be accountable for the implementation and efficacy of all policies and procedures needed to achieve these aims and objectives.
- To be responsible for the management of resources to ensure that the aims and objectives can be achieved.
- To link with the other leaders to ensure that the academy's inclusive education provision fully reflects the Trust's ethos.
- To be a Designated Safeguarding Lead, acting as point of advice and referral where necessary.
- To ensure Health and Safety practices for SEND students, including risk assessments, are robust and in line with Trust policy.
- To ensure the maintenance of accurate and up-to-date information concerning the SEND Students on the relevant MIS and databases.
- To evaluate the performance data provided and take appropriate action on issues arising - setting realistic deadlines where necessary and reviewing progress on the action taken.
- To produce robust reports to all stakeholders.

- To actively monitor and respond to inclusion initiatives at national, regional, and local levels.
- Keep up to date with national developments regarding SEND, teaching practice/methodology and leadership initiatives.
- Keep up to date with developments in the use of comparative data.
- Monitor and evaluate performances against school, local and national performance indicators.
- Make key links with external professionals such as Local Authority SEND teams, Educational Psychologists and Cluster support.
- Be an outstanding classroom practitioner with an excellent understanding of planning and assessment techniques.

#### **Curriculum provision and quality assurance:**

- To ensure that the SEND department provides a range of teaching that is relevant and effective in raising attainment.
- To lead the development of both curriculum and processes within the area and across the academy.
- To identify the demands of the curriculum and to advise on and aid the development of strategies and personalised activities that can be used across the academy.
- To lead curriculum development for the whole inclusion provision e.g. alternative curriculum pathways.
- To establish a robust target-setting process for students under the care of the SEND team.
- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- To lead on the effective provision of inclusive education, including the CPD of all colleagues; developing and enhancing the teaching practice of all colleagues, implementing improvements where required.
- To establish common standards of practice within the area and develop the effectiveness of teaching and learning styles.
- To conduct 'learning walks and other learning evaluation strategies in accordance with academy policy.
- To regularly review teaching methods and programmes of intervention to ensure that they remain effective responses to the needs of the students.
- To regularly review student progress and to liaise with teachers and teaching assistants to ensure that provision is relevant and appropriate.
- To liaise with other professionals to ensure that the academy's provision is moderated appropriately.

#### **Line management and communication:**

- To work with academy Line Managers to ensure that colleagues development needs in the field of SEND are identified and that appropriate programmes are designed to meet such needs.
- To be responsible for the effective deployment of SEND colleagues to comply with legal requirements and to ensure that the needs of identified students are met.
- To undertake appraisal reviews with identified colleagues.
- To participate in the interview process when required and to ensure effective induction of new colleagues in line with academy procedures.
- To be responsible for the efficient and effective deployment of relevant learning support colleagues.
- To ensure that all team members are familiar with the aims and objectives of the SEND team.
- To ensure effective communication/consultation as appropriate with the parents of students and other relevant stakeholders.

- To liaise with partner schools, Higher Education Institutions, industrial links, Examination Boards/Awarding Bodies and other relevant external bodies.
- To represent the academy's views and interests in a professional manner.
- To promote teamwork and to motivate colleagues to ensure effective working relations.
- To be responsible for the line management of colleagues within the SEND Team, ensuring that they follow academy policies and meet all requirements and deadlines.
- Establish SEND networks across the MAT for SENDCOs and support colleagues.
- To make appropriate arrangements for classes when colleagues are absent, liaising with the Cover Supervisor/relevant colleagues where appropriate.

**Any Special Conditions of Service:**

- There is a requirement to submit to an enhanced Disclosure and Barring Service (DBS) check.
- There is a requirement to travel to all sites across the Trust when deemed necessary to fulfil the role.
- There may be a need to work outside of school hours and off Trust premises, as required by the Trust.
- No smoking policy.
- Any other duties as directed by CEO commensurate with post.
- To participate in professional and personal development programmes as required, including training and performance management review.
- To contribute to the overall ethos/work/aims of the academy.
- To represent the Trust's views and interests in a professional manner.
- To support the Trust's Equality and Diversity Policy.

This job description is based on the SEND Code of Practice and must be read in conjunction with the generic job description for a classroom teacher.