

JOB DESCRIPTION

Job Title:	SENDCo	Reporting to:	Headteacher
Location:	Arena Academy	Annual salary:	L6-L10
Contract type:	Permanent	Hours of work:	Full-time

Job Purpose and Responsibilities

- Safeguard and promote the welfare of children and follow school policies including the staff code of conduct.
- Contribute to the ongoing development of the special educational needs (SEN) policy and provision in the school.
- Be responsible for day-to-day operations of the SEN policy and co-ordination of specific provision to support individual students with SEN or a disability.
- Provide professional guidance to colleagues, working closely with staff, parents and other agencies.
- Lead the ongoing development and implementation of strategies to deliver high quality learning and sustained high achievement and attainment for those students who are supported by the Inclusion Department.
- To develop and monitor the effectiveness of programmes of work for Teaching and Support Staff to carry out with students.
- Have an overview of provision for students with SEN or a disability across the school, monitoring and reviewing the quality of provision.
- Contribute to school self-evaluation, particularly with respect to provision for students with SEN or a disability.
- Ensure the SEN policy is put into practice, and that the objectives of this policy are reflected in the school improvement plan.
- Maintain an up-to-date knowledge of national and local initiatives which may affect the school's policy and practice.
- Maintain an accurate SEND register and provision map.
- Provide guidance to colleagues on teaching students with SEN or a disability and advise on the graduated approach to SEN support.
- Be aware of the provision in the local offer.
- Work with other schools, educational psychologists, health and social care professionals, and other external agencies.
- Be a key point of contact for external agencies, especially the local authority.
- Analyse assessment data for students with SEN or a disability.

- Implement and lead intervention groups for students with SEN and evaluate their effectiveness.
- Co-ordinate provision that meets the student's needs and monitor its effectiveness.
- Secure relevant services for the student.
- Ensure records are maintained and kept up to date.
- Review the education, health and care plan with parents or carers and the student.
- Communicate regularly with parents or carers.
- Ensure that if the student transfers to another school, all relevant information is conveyed to it, and support a smooth transition for the student.
- Promote the student's inclusion in the school community and access the curriculum, facilities and extra-curricular activities.
- Work with the designated teacher for looked-after children, where a looked-after student has SEN or a disability.
- To write or assist with applications for statutory assessment if required and any other task related to SEND, within reason, as directed by the Headteacher or Deputy Headteacher.

The above is not exhaustive and may be amended commensurate with the post holder's salary and grade as required by the Headteacher.

Special Conditions of Employment Rehabilitation of Offenders Act 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions, cautions, and reprimands being considered. Any arrests, convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Headteacher by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with CORE Education Trust Disciplinary Procedure.

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in CORE Education Trust Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

Equality and Diversity

CORE Education Trust is committed to equality and values diversity. As such, it is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. This Duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they encounter with dignity and respect and are entitled to expect this in return.

Training and Development

The Academy has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

Mobility

The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Trust they may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions.

This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Amendments will be made in consultation with any existing jobholder and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

CORE Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS (Disclosure and Barring Services) Check is required for all successful applicants.

Job Description Reviewed on:	
Job Description Reviewed by:	