

## Post Description - SENDCO

<b>Post Title:</b>	SENDCO	<b>Post Holder</b>	
<b>Learning Faculty:</b>	SEND	<b>Reporting to:</b>	AHT inclusion
<b>Liaising with:</b>	SLT, welfare, pastoral teams	<b>Line Managing:</b>	TAs
<b>Post Type:</b>	Permanent	<b>Salary/Grade:</b>	MPS + TLR 2B
<b>Safer Recruitment Statement</b>			
We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. This post requires Enhanced Disclosure (DBS).			
<b>Every member of staff is required to:</b>			
<ul style="list-style-type: none"> <li>• Work towards and promote the vision of the school.</li> <li>• Support and contribute to the achievement of the School Development Plan.</li> <li>• Support and contribute to the school's responsibility for safeguarding students.</li> <li>• Undertake professional development activities to enhance personal development and post-performance.</li> <li>• To maintain high personal professional standards of attendance, punctuality, appearance, conduct and positive relations with students, parents and staff.</li> </ul>			
<b>All teaching staff are required to:</b>			
<b>A. In fulfilling your general responsibilities, you should:</b>			
<ul style="list-style-type: none"> <li>• Contribute positively towards upholding and promoting the ethos and culture of the learning organisation.</li> <li>• Implement relevant policies, procedures and improvement plans.</li> <li>• Participate fully, as requested, in the processes of self-evaluation and improvement planning.</li> <li>• Work consistently at the professional standards set out for the level at which you are employed with STPCD (School Teachers' Pay and Conditions Document)</li> </ul>			
<b>B. In fulfilling your curriculum, teaching, learning and achievement duties and responsibilities you should:</b>			
<ul style="list-style-type: none"> <li>• Ensure that policies in relation to effective learning, student rewards and managing behaviour are implemented to ensure to secure a well ordered and disciplined teaching and learning environment for SEND students.</li> <li>• Provide overall support and direction for student learning for teaching / intervention groups ensuring that provision is made for students of all abilities, that they are effectively taught, and that learning, progress and achievement are evident. Work with other staff in contributing to the total learning of SEND students.</li> <li>• Follow the principles of the school's curriculum planning and development framework in preparing, delivering and developing aspects of the curriculum.</li> <li>• Set and maintain high standards, expectations and aspirations for students ensuring that they are treated with dignity and respect, that they receive appropriate care, guidance, support and recognition.</li> <li>• Ensure the preparation, planning and delivery of the agreed learning programmes and learning schemes utilising flexible approaches to learning including the application of E-learning.</li> <li>• Ensure that teaching and learning meets the needs of learners impacting positively upon student attainment and achievement; that it fulfils as appropriate the demands and requirements of the National Curriculum, the published school's curriculum models, teacher guides and student guides, external examination specifications and associated policies.</li> <li>• Ensure that appropriate challenging attainment targets are set for SEND students and monitor their performance in terms of attainment, achievement (both quantifiable value-added measures and broader qualitative achievements) and progress.</li> </ul>			

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- Using agreed evaluation procedures to monitor and self-evaluate the quality of your provision and monitor levels of attainment and achievement against individual student targets, whole school targets and nationally recognised benchmarks.
- Ensure that marking, assessment, recording and reporting practices are both effective and compliant with the learning organisation's policies.

### **C. In respect of the learning environment, you should:**

- Ensure within your learning spaces and adjacent corridor spaces the effective display of student work, artefacts and commercial materials to create a visually stimulating and informative learning environment.
- Monitor the use of your learning spaces, adjacent spaces and stairwells to ensure that they are safe, attractive, clean, tidy and well maintained. (Any matters relating to cleanliness, vandalism or graffiti should be reported promptly to the site manager as soon as possible).

### **D. In respect of reviewing and developing your performance you should:**

- Actively participate in the Performance Management and Professional Development process. This will include an annual performance review against the framework of your role plus any specific objectives previously agreed.
- Work collaboratively with the AHT Inclusion in ensuring that all staff engaged in delivering areas of learning are fully trained and equipped for the purpose.

### **E. Accountability**

- In the first instance you are accountable to your Line Manager for the above role and for any additional specified responsibilities.
- Under the reasonable direction of the Headteacher, carry out the professional duties of a teacher as set out in the current STPCD.

### **Specific responsibilities to this role:**

#### **Job Purpose**

- Ensure the school's day-to-day operations align with the SEND policy and SEND offer for Lostock High School.
- Identify SEND students by assessing and seeking feedback from others including families, pastoral team, welfare team and teachers / TAs.
- Coordinate provision by planning and supporting interventions for SEND students.
- Liaise with all stakeholders to ensure continuity of support.
- Assess and monitor progress of SEND pupils towards meeting targets or goals.

#### **Main Duties**

- Support the development of students with SEND requirements.
- Use data and assessment to identify SEND students and put strategies in place to address any issues that limit such pupils' access to the curriculum.
- Lead and manage strategies to support identified underachieving SEND students.
- Collect and interpret specialist assessment data and ensure teachers have support in using this.
- Monitor, as appropriate, teaching and learning activities, including planning and students' work, to

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ensure the needs of students are being met.

- Provide training, as identified, to enable all staff to be up to date with teaching and learning strategies for SEND that promote effective practice. This includes appropriate induction and training for new staff to the school.
- Keep up to date with all local and national developments in SEND and attend relevant meetings and training.
- Liaise with colleagues so that the needs of students with SEND are understood including provision of support with planning, differentiation and assessment for learning strategies.
- Carry out assessments including those required for special arrangements for school and public examinations.
- Contribute to oral and written reports for stakeholders relating to individual students or groups of students.
- Devise, maintain and review appropriate policies for SEND.
- Liaise with other schools/colleges/providers to ensure continuity of support and learning at the transition points for students.
- Drive the quality of literacy and numeracy for SEND students.
- Ensure that the school meets statutory legal responsibilities regarding EHC plans.

### **Support of Staff**

- Lead and manage SEND department staff, including, but not limited to, the Performance Management cycle.
- Ensure that all members of the department are made aware of curriculum developments and support their implementation.
- Lead relevant professional development and support external training.
- Participate in the recruitment process of SEND departmental staff, and to ensure they receive a full induction to the department and the school.

### **Communication**

- Organise SEND departmental meetings and briefings to ensure the team is well informed and current
- Participate in relevant meetings necessary for discussion of matters concerning SEND students or the school.
- Liaise with staff over the needs of individual students.
- Liaise with any other colleagues to support the school in cross-curricular and other initiatives.
- Develop and maintain effective partnerships with parents or carers to promote their child's learning.
- Communicate in a timely, professional and effective manner with external agencies and third parties as necessary, including but not limited to the local authority, other schools, educational psychologists, SEND support and other agencies.
- Contribute to a report for Governors once a term.

### **Organisation of Resources**

- Provide a stimulating working environment for students.
- Take responsibility for the organisation of SEND department resources, including budgeting.
- Provide information for the school website and newsletter to celebrate SEND provision.
- Plan and organise the SEND department on open evenings.
- Take responsibility for the implementation of school safety policies relevant to the department.

### **General points:**

- The school will endeavor to make any necessary reasonable adjustments to the post and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition.
- This post description is current at the date shown below, but following consultation with you, may be

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changed by the Headteacher to reflect or anticipate changes in the post which are commensurate with the salary and post title.

- This post description allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out and no part of it shall be construed.
- The above responsibilities are subject to the general duties and responsibilities contained in the STPCD.

<b>Postholder:</b>		<b>Date:</b>	
<b>Headteacher:</b>	<b>Lindsay Brindley</b>	<b>Date:</b>	
<b>Last updated:</b>	<b>September 2025</b>		