

## Job description

Ford End, Roxwell and Margaretting Primary Schools are part of the LIFE Education Trust, a family of schools who work together and have the same mission, to build great learning communities which unleash creativity and champion optimism, in a spirit of compassion.

We are looking for brilliant people to join the LIFE family who share and demonstrate our beliefs:

- Courageous Optimism
- Boundless Creativity
- Heartfelt Compassion

Job Title	SENDCO
<b>Contract</b>	Permanent
<b>Pay Scale</b>	MPR/UPR + Sen Allowance
<b>FTE</b>	0.6 – 3 days a week, one day per school
<b>Reports to</b>	Executive Headteacher, Heads of School
<b>Liaison with</b>	Classroom Teachers, Learning Support Assistants
<b>Role Purpose</b>	
	<ul style="list-style-type: none"> <li>• In addition to those professional responsibilities which are common to all teachers in our Trust, the post holder's key accountability will be for raising the standards of teaching, learning and attainment for all children in vulnerable and target groups attending our Academies.</li> </ul>
<b>Role Particulars</b>	
	<ul style="list-style-type: none"> <li>• To be responsible for all aspects of provision and support for SEND pupils including ensuring effective transition to the school, liaising with parents, HLTAs and LSAs, disseminating good practice to staff and creating effective programmes for SEND pupils at the schools</li> <li>• To be responsible for students with English as an additional language</li> <li>• To discharge all duties in line with the standard terms of employment for teachers</li> <li>• To plan and prepare activities that challenge and meet the needs of all children in terms of local and national guidance as required</li> <li>• To record evaluate and monitor the progress of the students</li> <li>• To monitor the personal, social and emotional needs of the children and liaise with appropriate staff and agencies</li> <li>• To liaise with external providers and stakeholders as needed</li> <li>• To report any child protection issues to the relevant person</li> </ul>
<b>Further Professional Responsibilities</b>	
	<p>The post holder will be required to exercise his/her professional skills and judgment to carry out, in a collaborative manner, the professional duties set out below:</p> <p>Making an impact on the educational progress of pupils beyond those directly assigned by:</p> <ul style="list-style-type: none"> <li>• Developing common policy and practice;</li> <li>• Developing common recording of progress and needs to ensure that SEND</li> </ul>

	<p>pupils make accelerated progress to closing the gap;</p> <ul style="list-style-type: none"> <li>• Monitoring and evaluating identification systems and ensure that common criteria are applied across the curriculum;</li> <li>• With the line manager, deploying the common SEND budget to enhance the provision provided;</li> <li>• Liaising with the group Educational psychologist, EWO and site based SEND and inclusion leads to meet the widest needs of all SEND pupils;</li> <li>• Developing programmes of CPD for both SEND designated and mainstream staff to ensure a shared understanding of needs and what is best practice;</li> <li>• Ensuring that liaison with outside agencies impacts on students;</li> <li>• Developing shared programmes and interventions to meet the needs of SEND pupils;</li> <li>• Monitoring the day to day deployment of teaching and support staff to ensure SEND support closes the gap and enhances progress;</li> <li>• With the Headteacher and line manager, ensuring that the SEND is managed on a day to day basis;</li> <li>• Ensuring that assessment data is utilised to ensure achievement and progress of SEND pupils is at or above national expectations in our Trust;</li> <li>• Ensuring that appropriate targets for individual pupils are monitored and lead to achievement that is at least in line with national expectations or those defined by IEPs or other relevant plans;</li> <li>• Ensuring that assessment procedures accurately target the specific needs of vulnerable or targeted children and that programmes of study meet the needs of all children;</li> <li>• Liaising with all curriculum leaders to ensure all programmes of study meet the needs of vulnerable groups;</li> <li>• Taking a lead role in monitoring the quality of teaching and learning and sharing judgements with teachers and support staff as appropriate identifying key professional development needs ensuring that these are addressed through the provision of high quality coaching and mentoring.</li> </ul>
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**General**

	<ul style="list-style-type: none"> <li>• To undertake such other duties and responsibilities of an equivalent nature, as defined by line management from time-to-time, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms</li> <li>• To undertake any training commensurate with the post</li> <li>• To take part in the Trust performance management system, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager and attend SDP/inset days.</li> <li>• To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace and to take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the immediate working environment</li> <li>• To work in accordance with the values, culture, ethos, equalities and inclusion policies of the Trust proactively promoting anti-racist, anti-sexist and anti-discriminatory behaviours in the day to day operation of the job</li> <li>• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</li> <li>• The Local Governing Committee is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.</li> </ul> <p>The duties above are neither exclusive nor exhaustive and the post holder may be required by the Head teacher to carry out appropriate duties within the context of the job role.</p>
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This job description is current at the date shown, but, in consultation with you, may be changed by the Executive Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

I acknowledge that I have seen and received a copy of the job description

Signed: \_\_\_\_\_ (SENDSCO)

Date: \_\_\_\_\_