



## Bristol Cathedral Choir School SENDCo

### Job description

<b>Job title</b>	SENDCO
<b>Location</b>	Bristol Cathedral Choir School
<b>Salary</b>	CST salary pay scale plus R3 allowance, £7,078 There may be extra remuneration available for suitably qualified applicants.
<b>Role Summary</b>	The successful applicant will be responsible for the strategic leadership/development of the Learning Support department and for planning, implementation and monitoring SEND provision across the school.
<b>Working pattern</b>	Full-time, permanent
<b>Duties</b>	<p><b>Strategic areas of responsibility:</b></p> <ul style="list-style-type: none"><li>● developing SEND provision according to statutory requirements</li><li>● teaching and learning relating to SEND</li><li>● leading and managing staff</li><li>● deploying staff and resources effectively</li></ul> <p><b>Responsibility for the professional development of colleagues:</b></p> <ul style="list-style-type: none"><li>● leading on national and local policies related to SEND</li><li>● reviewing and monitoring school systems and resources</li><li>● providing an SEND perspective across the whole school framework</li><li>● initiating and developing approaches in the classroom</li><li>● liaising with external agencies/professionals to plan staff training needs</li></ul> <p><b>Responsibility for the following duties:</b></p> <ul style="list-style-type: none"><li>● overseeing the day-to-day operation of SEND policy and school provision maps</li><li>● managing the team of SEND teachers and learning support assistants</li><li>● following the individual progress of each pupil with SEND, using and providing data where appropriate</li><li>● coordinating provision for pupils with special educational needs</li><li>● managing the records on all pupils with special educational needs</li></ul>

- liaising with parents of pupils with special educational needs
- completing & reviewing EHCPs including funding applications
- overseeing Access Arrangements for examinations
- implementing safeguarding policy and good practice
- coordinating home school links
- monitoring attendance data and medical matters
- liaising with other schools for the transfer of SEND students
- liaising with leaders across the school with the mind of intersectionality of need
- coordinating intervention programmes

#### **Teaching and Learning:**

- developing, monitoring and evaluation of T&L within SEND.
- advising curriculum leaders on the most effective teaching methods for students of SEND and lead training for LSAs and subject leaders on SEND strategies.
- liaising with colleagues to deliver units of work in a collaborative way
- leading interventions where appropriate
- using data to monitor progress of all SEND students and to plan effective interventions to support these students to achieve their potential

#### **Assessment and Reporting responsibilities:**

- coordinating assessments for extra time and examination dispensations
- maintaining lesson evaluations through observing classroom practice
- providing assessment reports to monitor student progress
- liaising with parent and other support partners
- conducting annual reviews and liaise with the LA SEND team

#### **Leadership and Management responsibilities:**

- supporting the Senior Leadership Team
- line management of Assistant SENDCO(s)
- understanding issues relating to the organisation, ordering and funding of resources
- supporting policies on behaviour management, including implementing behaviour plans
- conducting an annual departmental review
- managing the budgets for the SEND curriculum area
- implementing health and safety policy
- performance managing teaching assistants and/or the Assistant SENCO(s)
- participating in school events such as Open Evenings
- attending meetings as required
- developing links with governors, the community and other partners

#### **Communication with:**

- all relevant stakeholders including students, parents, staff and other external agencies

#### **Reporting responsibilities:**

- providing termly reports for Governing Body meetings and additional reports as requested by the Headteacher or the Governors

	<ul style="list-style-type: none"> <li>providing reports as requested by Social Services for case conferences and child protection issues</li> </ul> <p><b>Other duties and responsibilities:</b></p> <ul style="list-style-type: none"> <li>carrying out other duties that the Headteacher of BCCS may reasonably request</li> </ul>
<b>Skills / Experience / Qualifications</b>	QTS and Degree qualified NASENCO qualification is desirable but not essential
<b>Reporting to</b>	Deputy Headteacher
<b>Safeguarding</b>	<i>We are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff and volunteers to share this commitment. All posts at Cathedral Schools Trust are subject to pre-employment checks including, but not limited to, initial and periodic enhanced level checks with the Disclosure and Barring Service.</i>

**Notes:**

The duties outlined in this job description may be modified by The Principal, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

This document does not form part of your contract of employment with the school.

Cathedral Schools Trust recognises the strength in diversity. Our schools have a wide range of cultural, socio economic and religious influences and we use this to ensure that we broaden our understanding of each other and the world. We welcome applications from people of all backgrounds, but particularly welcome those from BAME backgrounds, as we recognise that our staff team does not currently reflect the diversity of our student body.

As part of our commitment to equal opportunities, we ask that all applications are made using our application form and are accompanied by an equal opportunities form. The equal opportunities form is anonymous and is not shared with the shortlisting panel.