

## Job Description: Primary SENDCO



Date	May 2025	Salary Grade:	Main Pay Scale (Inner London)
Accountable to	Director of SEND	Hours per week	Full time
In liaison with	SLT		

**General Requirements:** You are required to carry out all general, particular and professional duties as set out in the School Teacher’s Pay and Conditions of Employment Document 2024. These duties must be carried out in accordance with the National Curriculum requirement, the aims of the school and Trust policies.

### Purpose of the Post

This is a permanent and full-time post, reporting to Trust Director of SEND. Key aspects of the role include:

1. Leadership in SEND
2. Individual Support Plans (ISPs)
3. Staff Support and Training
4. Liaison and Communication
5. Record Keeping and Compliance

#### Leadership in SEND

- Oversee and coordinate the provision for pupils with SEND across two primary schools.
- Ensure that the SEND policy is effectively implemented in line with current legislation.
- Work with the Principal and Director of SEND to ensure the school meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements
- Promote an ethos and culture that supports the school’s SEND policy and promotes good outcomes for pupils with SEN or a disability
- To embody the school’s vision, aims and professional standards in daily practice

#### Individual Support Plans (ISPs):

- Develop, monitor, and review ISPs for pupils with SEND, working collaboratively with staff and families.

#### Staff Support and Training:

- Provide guidance, support, and training to staff to ensure high-quality teaching and learning for SEND pupils.

- Promote inclusive practices and differentiate effectively to meet diverse learner needs.

#### Liaison and Communication:

- Work closely with parents, carers, external agencies, and specialists to ensure coordinated support for pupils.
- Attend and contribute to reviews, meetings, and consultations regarding pupil progress and provision.

#### Record Keeping and Compliance:

- Maintain accurate and up-to-date records of all SEND pupils and ensure compliance with statutory requirements.

#### Any Other Duties

- Undertake any task to support the safe daily functioning of the Trust to support the school as requested by the CEO and Board of Trustees.

Signed \_\_\_\_\_

Date \_\_\_\_\_

