

Post holder:

Post: SENDCo

Scale / Grade: Main pay scale plus TLR 2a

Responsible to: Responsible to the Head of School, CEO and Trust Directors, through the Line Management structure which in the first instance would be the Head of School.

Primary Purpose: To fulfil the Conditions of Employment for Teachers as set out in the current School Teachers' Pay and Conditions Document and coordinate SEND support across the school.

The post holder will be expected to coordinate SEND support across the school

Key Accountabilities:

- Strategic direction and development of SEND provision in the school.
- Contribute to a positive ethos in which all pupils have access to a broad, balanced and relevant curriculum.
- Work with pupils, classroom staff and school leaders to ensure realistic and challenging expectations of pupils with SEND.
- Devise and promote plans to ensure the needs of pupils with SEND are met and that they are reflected in the school development plan where necessary.
- Support all staff in understanding the needs of pupils with SEND.
- Regularly monitor progress against targets for pupils with SEND, evaluate the effectiveness of teaching and learning and use these findings to guide future improvements.
- Monitor the use of resources, teaching activities and target setting and maintain a recording system for progress of pupils with SEND.
- Liaise with staff, parents, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of educational provision for pupils with SEND.
- Develop partnerships with parents to ensure that their views are considered and acted upon appropriately.
- Complete statutory reports for professional bodies, such as Education and Health Care Plans and reports for consultants.
- Support the identification of, and disseminate the most effective teaching approaches for pupils with SEND.
- Advise and contribute to all aspects of SEND training to ensure the professional development of staff.
- Analyse and interpret relevant school, local and national information relating to pupils with SEND and advise the Head of School on the level of resources required to maximise achievement.
- Provide regular information to the Head of School on the effectiveness of SEND provision and outcomes.

Teaching and learning:

- To establish a purposeful learning environment in which diversity is valued and where pupils feel secure and confident
- To teach clearly structured lessons or sequences of work, which interest and motivate all pupils and in which:
 - Pupils' learning needs and abilities are taken into account;
 - Learning objectives have clarity;
 - Interactive teaching methods and collaborative group work are employed;
 - Active and independent learning is promoted that enables pupils to think for themselves and to plan and manage their own learning, stimulated an intellectual curiosity.
- To set clear, challenging teaching and learning objectives, which are relevant to and based upon knowledge of all pupils taking account of:
 - Evidence of their past and current achievement;
 - The expected standards for pupils of the relevant age range;
 - The range and content of work relevant to that phase.
- To identify pupils with special educational needs, seeking the appropriate specialist support and advice, so as to give positive and targeted support.

- To monitor and assess pupil results and progress, giving immediate and constructive feedback, ensuring appropriate records have been kept; and use performance data to inform the senior leaders of individual pupil, class and year group targets.
- To establish and maintain a high standard of discipline by the use of praise, rewards and sanctions, thereby creating an atmosphere in which pupils feel safe, secure and confident.

Professional duties:

- To produce annual reports to parents on the development, progress and attainment of pupils and participate in parent meetings as appropriate.
- To supervise pupils before, during and after school sessions and in assemblies as appropriate.
- To effectively deploy support staff and resources in order to promote pupil learning.
- To respect the work of colleagues, advising or seeking advice where appropriate.
- To keep abreast of latest initiatives, all aspects of the curriculum and any education reform.
- To participate in whole school and individual Professional Development / meetings and, where appropriate, disseminate information to colleagues.
- To participate in arrangements made in accordance with current teacher regulations for appraisal and performance management.
- To implement and comply with all agreed school policies and procedures including Safeguarding, Confidentiality and Data Protection, Child Protection Procedures, Health & Safety and Equal Opportunities
- Support and promote initiatives decided by the Head of School and senior leaders.
- To maintain good relationships and set a good professional example to pupils and to other colleagues within the school
- To promote the image of the school in the community, as an institution of the highest standards and play a full part in its life, including supporting extra-curricular activities, encouraging staff, parents and pupils to do likewise.
- To accept responsibility for a curriculum area or area of organisation if allocated.

Standards and quality assurance:

- Contribute to the vision and values of the MAT and individual school
- Set a good example in terms of dress, punctuality and attendance
- Attend and participate in open evenings, performances, staff training and team and staff meetings
- Appreciate and support the role of other professionals
- Support and promote initiatives decided by MAT leaders
- Comply with any reasonable request from senior leaders/line manager to undertake work of a similar level that is not specified in this job description
- To comply with all agreed school policies and procedures including Safeguarding, Confidentiality and Data Protection, Health & Safety and Equal Opportunities
- To undertake any other duties which may be reasonably regarded as within the nature of the post

Data protection:

- It is essential when working with computerised systems that you are completely aware of your responsibilities at all times under the Data protection Act 1984 for the security, accuracy, and significance of personal data held on such systems.

Review of the job description:

The job description will be reviewed annually. It can be amended as circumstances deem necessary and following reasonable negotiation, at the request of the Head of School or Post Holder.

Signed:

Date:

Head of School :

Date:

Person Specification

	Essential	Desirable
Qualifications		
Full Qualified Teacher Status	✓	
Successful completion of NQT Induction Programme	✓	
National Qualification for SENDCo (or working towards it)	✓	
Recognised additional qualifications		✓
Experience		
Experience of teaching children with SEND	✓	
Awareness of Equal Opportunities, Health and Safety and Safeguarding Procedures	✓	
Experience across the whole primary age range		✓
A willingness to teach any year group within the school		✓
Knowledge and skills		
Ability to analyse data and make evaluations in order to raise standards	✓	
Cater for different learning styles	✓	
A good understanding of the EYFS, Key Stage 1 and 2 curriculum	✓	
Secure knowledge of the Foundation Stage curriculum	✓	
Personal Qualities		
A flexible approach but with an ability to initiate and be creative	✓	
A desire to take a lead in SEN development	✓	
Awareness of the professional values and behaviour expected of teachers	✓	
Effective communication skills to develop the partnership with pupils, parents/carers and colleagues	✓	
Ability to work in a team and relate to all members of the school community	✓	
Adaptable and versatile approach		✓
To be able to share enthusiasm for your role with children and adults		✓