

**Bishops Down Primary School**  
**SENDCo Job Description**



**Name:**

**Post held:** Qualified Teacher (SENDCO) and Teacher in Charge of Specialist Resource Provision

**Salary scale:** Upper Pay Scale and SEND allowance

**General duties:**

To ensure the education and welfare of children in accordance with the requirements and conditions of the *School Teachers' Pay and Conditions Document*, having due regard to the SEND Code of Practice, the requirements of the National Curriculum, the school's aims, objectives and schemes of work, and any policies of the governing body. To share in the corporate responsibility for the well-being and discipline of all pupils.

**To whom Responsible:** Headteacher

- You will be a member of the school Leadership Team (LT) ensuring a key role in determining the strategic direction of SEND policy and provision.
- You will ensure the effective self-evaluation of SEND in relation to the School Plan and report to the LT and governors accordingly.
- You will be involved with the leadership team in advising the Governing Body on the effective allocation of human and material resources for SEND, including the provision for pupils with EHCPs.

**SEND Policy and guidance**

- To ensure compliance with DDA regulations and be responsible for updating the Single Equality Scheme.
- To accept the overall responsibility for the formation of a SEND policy for the school and to work with teachers to ensure its implementation.
- To monitor the policy for SEND throughout the school whilst closely relating to the requirements of the National Curriculum and Code of Practice.

**Day to Day Operations of SEND Policy**

- To take responsibility for ordering, receiving and storing SEND resources and equipment.
- To monitor information gathering and to take a lead in managing action for pupils with SEND.
- To advise on the appropriate organisation of teaching groups and support arrangements for pupils with special educational needs.
- To monitor the impact of interventions for identified children.
- To ensure that, for pupils with EHCPs and High Needs Funding, staff are aware of the recommendations of the plan and make provision accordingly.
- To co-ordinate, monitor and review the work of teaching assistants and/or support teachers working in the school in consultation with other staff.
- To ensure the confidentiality and effectiveness of systems operated by the school
- Inform staff of the significance of pupils' medical conditions, and transfer relevant medical information between phases.
- To act as a focal point for collating information coming into, and going out from, the school concerning pupils with special educational needs.
- To liaise with the assessment co-ordinator to co-ordinate provision and action for special arrangements for pupils with SEND taking part in statutory assessments.
- To assist class teachers and teaching assistants with the monitoring of SEND Pupil Progress in line with the Assess, Plan, Do review cycle.
- To organise and monitor the annual SEND audit.
- To consult with the head teacher and class teacher to keep up to date with annual reviews
- To assist with monitoring of behaviour and discipline policy.
- To be the lead person, or nominate colleagues as appropriate, in the initiation of Early Help

## **Identification, Assessment and Review**

- To devise, implement and evaluate systems for identifying, assessing and reviewing pupil's SEND in relation to the School's SEND policy.
- To advise on, and where appropriate to carry out, more detailed observation and assessment as needed, including the views of staff involved, parents and pupils.
- To initiate, record and review individual educational plans and group programmes of appropriate teaching help, in collaboration with staff involved, parents and pupils.
- To develop, maintain and oversee an efficient system for monitoring and recording the progress of pupils with special educational needs ensuring that records are updated and made available as needed.
- To create a provision map which gives an overview of all inclusive provision for all SEND pupils in school.
- To promote partnership between the school and the parents/carers of pupils with special educational needs, to involve parents in reviews, to provide them with access to information and records and to ensure that parental views and concerns are recorded.
- To liaise with and manage visits by services, other outside agencies.
- To liaise with SENCOs from local schools to share expertise, to encourage the dissemination of good practice and to develop complementary provision between schools.
- To be involved in target setting and to monitor and report on the movement in the levels of special needs within the school.
- To respond to the outcomes of assessment and to assist in the analysis of pupil progress.

### **Staff for whom responsible:**

- Family Support Worker
- Line manager and appraise teaching assistants
- To co-ordinate and allocate teaching assistants appropriately
- To co-ordinate staff from outside agencies concerned with SEND
- To co-ordinate the induction of new teaching assistants

### **Staff Development**

- To ensure that all staff are competent/confident in implementing the Code of Practice for special educational needs, and the way in which information about pupils' needs and views are recorded and co-ordinated.
- To provide help and advice to all staff on teaching strategies and approaches for children with special educational needs.
- To assist with the identification of training needs of school staff to contribute to whole-school professional development.
- To manage your own professional development and keep informed of new developments and statutory requirements.
- To liaise with other settings and schools in order to ensure effective transition.
- To give advice to teaching and non-teaching staff on appropriate programmes of work for SEND children

### **Other Areas of responsibility:**

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

You will be accountable for the implementation of areas of the School Plan that are relevant to the role. You will ensure the effective self-evaluation of this area in relation to the School Plan and report to the LT and governors accordingly.

This job description may be amended at any time after discussion with you, but in any case will be reviewed annually in term 6 of each academic year.

Signed: ..... Date: .....

Signed: ..... Head Teacher