

Job Description

Job Title: Special Educational Needs Co-Ordinator (SENDCO)

Salary: MPS/UPS + TLR

Responsible to: Head Teacher

1. Main Purpose of Job

The SENDCO takes responsibility for the day-to-day operation of provision made by the school for pupils with SEN and provides professional guidance in the area of SEN in order to secure high quality teaching and the effective use of resources to bring about improved standards of achievement for all pupils.

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document.

2. Key Accountabilities

A. Strategic direction and development of SEN provision in the school

- Contribute effectively to the development of a positive ethos which encompasses all students within the school.
- Support staff in understanding the learning needs of students with SEN and the importance of raising their achievement
- Monitor progress made in setting objectives and targets for pupils with SEN
- Use analysis of teaching and learning to guide further improvement
- Advise the head teacher on resources required to maximise achievement of pupils with SEN
- Liaise and co-ordinate with external agencies
- Analyse and interpret relevant national, local and school data plus research and inspection evidence to inform the SEN policy, practices, expectations, targets and teaching methods.
- Maintain up to date knowledge on best practice in supporting SEN students, including the SEN Code of Practice, legislation changes and Equal Opportunities legislation.
- Apply for appropriate funding streams

B. Teaching and learning

- Identify and adopt the most effective teaching approaches for students with SEN
- Monitor teaching and learning activities to ensure they meet the needs of students with SEN
- Identify and develop teaching skills that will support students to learn independently
- Ensure realistic expectations of behaviour and achievements are set for students with SEN
- Maintain effective partnerships between parents and staff including providing information about targets, achievements and progress

- Maintain communication between schools to ensure continuity of support and learning when transferring students with SEN

C. Leading and managing staff

- Encourage all members of staff to recognise and fulfil their statutory responsibilities to pupils with SEN
- Provide training opportunities for relevant staff about SEN
- Provide regular information to the head teacher on the effectiveness of the SEN provision to inform decision making and policy review

D. Efficient and effective deployment of staff and resources

- Establish staff and resource requirements based on relevant data
- Organise and co-ordinate the deployment of learning resources and monitor their effectiveness
- Explore opportunities to develop or incorporate new resources to support the SEN provision

Any other duties within the capacity of the post holder as may be reasonably requested from the head teacher from time to time.

3. Person Specification

Essential Criteria

- QTS – Primary specialism
- National award for SEN Co-Ordination or a willingness to complete within 3 years
- Experience of supporting students with SEN in a mainstream primary school
- Up to date knowledge of national incentives and legislation for students with SEN
- Excellent organisation and administration skills including; the ability to maintain accurate records and the ability to write reports summarising the needs of SEN students
- Excellent interpersonal skills with the ability to communicate both orally and in writing to different audiences including colleagues, students, parents and external agencies
- Ability to work under pressure and to meet required deadlines
- Ability to identify and recommend solutions to problems
- Ability to manage time effectively to meet the varied needs of the role including; administration, teaching and acting as a resource for colleagues