



Job Description:

Special Educational Needs and Disability co-ordinator (SENDCO)

Holy Trinity CE Primary School, Gravesend, is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Although this is a non-class-based post, all teachers are required to carry out the duties of a schoolteacher as set out in the current *School Teachers Pay and Conditions* Document. Teachers' performance will be assessed against the TDA Professional Standards for Teachers as part of the appraisal process as relevant to their role in the school. This post is for a senior leadership position. **The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or her deputy (in the absence of the headteacher).**

Job details

Job title: Special Educational Needs and Disability Co-ordinator (SENDCO)

Salary: MPS/UPS + SEND Allowance (salary negotiable dependent on experience and qualifications)

Hours: Fulltime

Contract type: Permanent

Reporting to: Head Teacher

Responsible for: Class based support staff.

Job Purpose:

To raise educational achievement by leading and coordinating provision for pupils with Special Educational Needs and Disabilities (SEND).

The primary purpose of the post is:

- 1.1 To provide strategic leadership of the provision for pupils with special educational needs and disabilities (SEND) in order to ensure that these pupils make excellent progress
- 1.2 To lead, manage and effectively deploy staff and resources within SEND provision.
- 1.3 To lead, monitor and evaluate the development of learning and teaching strategies for pupils with SEND
- 1.4 To ensure that staff are provided with relevant information and training relating to the support of SEND pupils
- 1.5 To lead on raising the attainment and achievement of pupils with SEND in all year groups
- 1.6 To ensure that paperwork relating to pupils with SEND meets statutory requirements
- 1.7 To maintain appropriate relationships with parents/carers of pupils with SEND and with relevant external organisations, as well as with the parents/ carers of pupils who need Early Help.
- 1.8 To act as one of the school's' Deputy Designated Safeguarding Leads.

Main accountability

- 2.1 Take the lead in maintaining the school provision map and SEND offer



- 2.2 Oversee the day-to-day operation of the school's SEND policies
- 2.3 Co-ordinate provision for children with SEND
- 2.4 Advise on the graduated approach to providing SEND support
- 2.5 Manage the SEND budget and advise the SLT of priorities for expenditure
- 2.6 Apply for SENIF and High Needs Funding within the required timescales and taking proper account of the provision required in order to support the named child.
- 2.7 Liaise with parents of pupils with SEND and those who need Early Help.
- 2.8 Liaise with early years providers, other schools, educational psychologists, health and social care professionals and independent and voluntary bodies
- 2.9 Act as a key point of contact for external agencies, especially the LA and its support services
- 2.10 Liaise with previous and potential next providers of education to ensure pupils and their parents are informed about options and a smooth transition is planned
- 2.11 Liaise with the relevant designated teacher where a looked after pupil has SEND
- 2.12 Work with the headteacher and governing body to ensure that the school meets its responsibilities under the Equality Act (2010) with regard to reasonable adjustments and access arrangements
- 2.13 Ensure that the school keeps the records of all pupils with SEN up to date
- 2.14 Fulfil the role of Deputy Designated Safeguarding Lead alongside the other holder of that post.

Liaison

- 3.1 Pupils with SEND
- 3.2 Disadvantaged pupils
- 3.3 Parents/carers of pupils with SEND and/ or needing Early Help
- 3.4 Senior Leadership Team and Governing Body
- 3.5 Teachers
- 3.6 All Support Staff
- 3.7 SENCOs in the Aletheia Trust and Local Authority
- 3.8 Local Authority representatives e.g. Speech & Language professionals, specialist teachers
- 3.9 External agencies such as Parent & Family Support Workers
- 3.10 Actively participate in the Aletheia Academies Trust SEND Best Practice Team by contributing and collaborating with other Trust SENDCOs

Main Duties

- 4.1 To assess, record and report on the progress and attainment of pupils with SEND
- 4.2 To monitor the learning, teaching and academic progress of pupils with SEND and lead appropriate interventions where required, to the Teachers' Standards
- 4.3 To apply specialist methods of teaching, and to participate in arrangements for further training
- 4.4 To effectively manage the deployment of teaching assistants, ensuring the effective and efficient deployment of interventions and the support that enables pupils to access quality first teaching



4.5 To maintain discipline in accordance with school procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and homework

4.6 To update professional knowledge and expertise as appropriate to keep up to date with developments in teaching practices and methodology in general and in the specific context of provision for pupils with SEND

4.7 To inform teachers, pupils and parents/carers about access arrangements for statutory assessments and lead on the necessary routines associated with these.

4.8 Implement and lead intervention groups for pupils with SEND, and evaluate their effectiveness

Recording and Assessment

5.1 To monitor and evaluate pupil progress and provide assessment and feedback to pupils and teachers in line with whole school policy

5.2 To organise and evaluate the tracking of pupil progress and use information to inform learning and teaching

5.3 To provide or contribute to oral or written assessments and reports as required for individual pupils

Leadership

6.1 Work with the headteacher and governors to ensure the school meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements

6.2 To support the development and implementation of the vision and strategic direction of the school, reflecting its educational and moral aspirations and values

6.3 To provide strategic leadership of provision for pupils with SEND by guiding colleagues on teaching pupils with SEND or a disability and advise on the graduated approach to SEND support ensuring primary core standards are embedded in quality first teaching.

6.4 Lead and line-manage teaching assistants including their annual appraisal in line with the Trust's appraisal policy

6.5 To lead the process of monitoring and evaluating SEND provision in line with agreed school policies and procedures including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required

6.6 To implement internal systems for tracking the attainment, progress, experiences and support provided for pupils with SEND, reporting outcomes to the Senior Leadership Team and the Governing Body

6.7 To pay due regard to the school's Equality Policies and their application in the work of SEND support systems

6.8 To promote the general progress and well-being of individual pupils and provide guidance and advice as necessary

6.9 To lead and participate in professional development and team meetings that relate to curriculum development, assessment, health, safety and wellbeing, administration and organisational matters.

6.10 Prepare and review information the governing board is required to publish

6.11 Prepare and publish the annual SEND information report on the school website

6.12 Conduct an annual review of the SEND policy

Pastoral Care

7.1 To communicate and consult with parents of pupils with SEND and with other appropriate persons and bodies outside the school as appropriate



- 7.2 To participate in meetings arranged for any of the purposes described, within the school directed time schedule
- 7.3 To promote the general progress and well-being of individual pupils with SEND
- 7.4 To identify and celebrate the achievements of pupils with SEND in all aspects of school life
- 7.5 To monitor home learning, ensuring that it contributes to the achievement of pupils with SEND
- 7.6 To attend parent/carers meetings, information meetings and other events which the parents/carers of pupils with SEND are attending

Safeguarding

- 8.1 To undergo any necessary training for the role of Deputy Designated Safeguarding Lead, and to carry out that role according to the training and to the specification given in the latest version of Keeping Children Safe in Education. This includes being keenly aware of the responsibility for safeguarding children and help lead the application of the Safeguarding and Child Protection Policy
- 8.2 Comply with the school's Safeguarding Policy and Safer Working Practice in order to ensure the welfare of all children
- 8.3 Support safeguarding issues relating to SEND students and ensure that the Designated Safeguarding Lead is informed of concerns in an appropriately timely manner.

Other Duties and Responsibilities

- 9.1 To play a full part in the life of the school communities, supporting their ethos and encouraging staff and pupils to follow this example and to lead whole school acts of Collective Worship
- 9.2 To contribute to the review of school policies as appropriate
- 9.3 To provide support for pupils' emotional and social needs by encouraging and modelling positive behaviour in line with the staff's Code of Conduct and demonstrating high expectations of work and behaviour
- 9.4 To manage own record keeping in respect of individual pupils' development, progress and attainment as appropriate
- 9.5 To assist with the general pastoral care of pupils including helping pupils who are ill, distressed or injured
- 9.6 To attend relevant meetings and participate in training opportunities and performance development as required
- 9.7 To participate in agreed schemes of teacher appraisal to include all aspects of in-service training and development
- 9.8 To develop links with governors, external agencies and neighbouring schools
- 9.9 To comply with school policies and procedures with regard to Health and Safety, equal opportunities and code of conduct
- 9.10 To undertake any other duties as may be reasonably required
- 9.11 To participate in administrative and organisational tasks related to the duties described above.



Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the SENDCO will carry out.

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: 27/03/2023

Next review date: annually as part of the appraisal cycle

Headteacher/line manager's signature:

Date:

Postholder's signature:

Date:
