



Learning and caring together, building a firm foundation for the future

# Holy Trinity CE Primary School

## Job Description: Special Education Needs & Disability Co-ordinator (SENDCo)

<b>Salary</b> £	<b>Main/Upper Pay Range</b> 29, 194 – 36, 646 + SEND Allowance – £3, 195
<b>Hours</b>	Full-time, with flexible working opportunities available for the right candidate
<b>Contract type</b>	Fixed term until July 2019 in the first instance, with a possibility to extend.
<b>Reporting to:</b>	<b>Head Teacher/Deputy Head Teacher</b>

### Purpose of the Job:

The SENDDCo, under the direction of the Head Teacher, will:

- Support the strategic development of special educational needs and disability (SENDD) policy and provision in the school
- Be responsible for day-to-day operation of the SEND policy and co-ordination of specific provision to support individual pupils with SEND or a disability
- Provide professional guidance to colleagues, working closely with staff, parents and other agencies
- Take on part-time teaching responsibility for groups of pupils with special educational needs

**The SENDCo will be expected to fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document.**

### Key Duties and Responsibilities:

#### **Strategic development of SEND policy and provision**

- Have a strategic overview of provision for pupils with SEND or a disability across the school, monitoring and reviewing the quality of provision
- Lead, manage and appraise additional support staff team
- Contribute to school self-evaluation, particularly with respect to provision for pupils with SEND or a disability
- Ensure the SEND policy is put into practice, and that the objectives of this policy are reflected in the school development plan
- Maintain an up-to-date knowledge of national and local initiatives which may affect the school's policy and practice



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- Submit applications for additional high needs funding
- Ensure the conditions and objectives of the Educational Health Care Plans (EHCPs) are being met
- Evaluate whether funding is being used effectively, and propose changes to make use of funding more effective

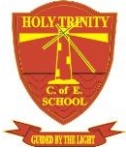
### **Operation of the SEND policy and co-ordination of provision**

- Support the maintenance of an accurate SEND register and provision map
- Provide guidance to colleagues on teaching pupils with SEND or a disability, and advise on the graduated approach to SEND support
- Advise on the use of the school's budget and other resources to meet pupils' needs effectively, including staff deployment
- Be aware of the provision in the local offer
- Work with early years providers, other schools, educational psychologists, health and social care professionals, and other external agencies
- Be a key point of contact for external agencies, especially the local authority
- Analyse assessment data for pupils with SEND
- Implement and lead intervention groups for pupils with SEND, and evaluate their effectiveness

### **Support for pupils with SEND or a disability**

- Identify a pupil's SEND
- Teach groups of pupils with special educational needs
- Co-ordinate provision that meets the pupil's needs, and monitor its effectiveness
- Secure relevant services for the pupil
- Ensure records are maintained and kept up to date
- Review the education, health and care plan with parents or carers and the pupil
- Communicate regularly with parents or carers
- Ensure that if the pupil transfers to another school, all relevant information is conveyed to it, and support a smooth transition for the pupil
- Promote the pupil's inclusion in the school community and access to the curriculum, facilities and extra-curricular activities
- Promote the safeguarding and welfare of all pupils by undertaking, completing and functioning as a Safeguarding Lead Teacher

**The SENDCO will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.**



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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. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Head Teacher/ Deputy Head Teacher or other members of the Senior Leadership Team.

This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time by the Head Teacher without change to the level of responsibility appropriate to the grade of post.