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| **SENDCo Job Description**  |  |

**Name:**

**School:** Mersham Primary School

**Post held:** Qualified Teacher/SENDCo

**Salary scale:**

**General duties:**

* To share in the corporate responsibility for the well-being and discipline of all pupils.
* To be involved in target setting and to monitor and report on standards and attainment achieved by pupils with SEN/Pupil Premium
* Be responsible and accountable for achieving the highest possible standards in work and conduct
* To work proactively and collaboratively with learners, parents/carers, governors, other staff and external agencies in the best interests of pupils.
* To regularly self-evaluate to enable both your professional and personal skills as a teacher to develop.

**Additional Responsibilities:**

* SENDCo
* To oversee and monitor the provision for pupils eligible for Pupil Premium Funding and to account for how the funding is being spent.
* To oversee and monitor the provision for any Looked After Children in the school, liaising with relevant professionals as appropriate.

**Duties and Responsibilities**

You are required to carry out the duties of a school teacher as set out in the *School Teachers Pay and Conditions Document,* issued by the DfE. You should also have due regard to the Teacher Standards (2012). Teachers’ performance will be assessed against the teacher standards as part of the appraisal process as relevant to their role in school.

**The SEND Co-ordinator ( SENDCo) is responsible for**:

* The strategic development of the SEND policy and provision alongside the Headteacher and the governing body.
* The daily implementation of the school SEND policy.
* Co-ordinating specific provision made to support pupils with SEND , including those with EHCP (Education Health and Care Plans)
* Provides professional guidance to colleagues, working closely with staff, parents and external school partners.
* To co-ordinate and be aware of the provision in the Local Offer and be able to work with professionals providing a support role to families to ensure that SEND pupils receive appropriate support and high quality teaching.
* Provide professional support and advice on the graduated approach to SEND support.
* Maintaining the school’s SEN register and overseeing the records on all SEND pupils.
* Disseminate to staff the outcomes of discussions and reports from external agencies.
* Advise on the deployment of the SEND budget and resources to meet pupil’s needs effectively.
* Contributing to the in-service training of staff, attending meetings and courses and disseminating relevant information to staff.
* Liaising with potential next providers of education to ensure a smooth transition for SEND pupils and their parents in admissions to Mersham Primary School and into secondary education.
* Liaison and being a key point of contact with parents and external agencies including the LEAs support and Education Psychology Service, Health & Social Services and Independent and Voluntary bodies (Code of Practice 2014 6.9) This will include the contribution to the recent implementation of the Common Assessment Framework (CAF) 2008.
* Liase 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 (Code of Practice 2014 6.9)

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.

Each holder of a post of responsibility should ensure by consultation that their area of responsibility receives adequate consideration in the course of the year.

Since there is considerable overlap in the areas of responsibilities, it is expected that each person with a specific responsibility can look to other members of staff for support and advice in the carrying out of that responsibility.

**To whom Responsible:**

* The Headteacher.

This job description may be amended at any time after discussion with you, but in any case will be reviewed annually during your appraisal interview.

Signed: ………………………………………… Date: ………………………………

Signed: ………………………………………… Head Teacher

Your job description is intended as a reference document which identifies your main responsibilities and activities.

The appointment is subject to the current conditions of employment for teachers contained in the School Teacher’s Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and other current legislation.

*This job description may be amended at any time following discussion between the Headteacher and member of staff, and will be reviewed annually.*

Our school is committed to safeguarding and promoting the welfare of children and young people and require all staff, governors and volunteers to share this commitment.