

SENDCO Job Description

Responsible to: Assistant Headteacher (Inclusion)

Purpose of the job:

The SENDCO, under the direction of the Assistant Headteacher (Inclusion), will:

- Determine the strategic development of special educational needs (SEND) 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 SEN, medical conditions or a disability
- Provide professional guidance to colleagues, working closely with staff, parents and other agencies

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

Duties and responsibilities

Strategic development of SEND policy and provision

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

- Maintain an accurate SEND register and provision map
- Provide guidance to colleagues on teaching pupils with SEN 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 students' needs effectively, including staff deployment
- Be aware of the provision in the local offer
- Work with 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, with respect to children with SEN or a disability
- Analyse assessment data for students with SEN or a disability
- Plan and deploy appropriate intervention programmes to meet the needs of students with SEND
- Implement and lead intervention groups for students with SEND, and evaluate their effectiveness

Support for students with SEN or a disability

- Identify and assess students' SEND
- Co-ordinate provision that meets the student's needs, and monitor its effectiveness
- Secure relevant services for the student
- Ensure records are maintained and kept up to date
- Review education, health and care plans and individual education plans with parents/carers and the student, at least termly
- Communicate regularly with parents/carers
- Ensure that if a student transfers to another school, all relevant information is conveyed to it, and support a smooth transition for the student, including those who join us from other schools
- Promote inclusion in the school community and access to the curriculum, facilities and extra-curricular activities

- Coordinate provision for students with medical conditions to meet their needs and access their medication

Leadership and management

- 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
- Prepare and review information the governing board is required to publish
- Contribute to the school improvement plan and whole-school policy
- Identify training needs for teaching and support staff and how to meet these needs
- Lead INSET for staff
- Share procedural information, such as the school's SEND policy
- Promote an ethos and culture that supports the school's SEND policy and promotes good outcomes for students with SEN or a disability
- Lead and manage teaching assistants working within the SEN team
- Lead staff appraisals and produce appraisal reports
- Review staff performance on an ongoing basis

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.

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 postholder may be required to do other duties appropriate to the level of the role, as directed by the Assistant Headteacher (Inclusion) and the Headteacher.