

Academy @ Worden



JOB DESCRIPTION	
JOB TITLE:	SENDCO
GRADE:	MPS/UPS + SEN allowance
TERM:	Permanent position (subject to successful completion of the NASENCO and C3PTA)
LOCATION:	Academy@Worden
RESPONSIBLE TO:	SLT with line management of SEND
STAFF RESPONSIBLE FOR:	Teaching Assistants
JOB PURPOSE:	The main objectives to be achieved by the Postholder
<p>The main purpose of the post holder is to have overall responsibility for the management and leadership of Special Educational Needs, thus guaranteeing the successful delivery of the targets of “Every Child Matters”. In addition you will be responsible for ensuring that SEN statutory and legal frameworks are met and adhered to.</p>	
<p>The duties outlines in the SENDCO Job description are in addition to those of a classroom teacher. Therefore, the Subject Teacher Job Description should be accepted, used and referred to by the SENDCO Postholder</p>	
SENDCO PURPOSE	
<ol style="list-style-type: none"> 1. By working with the Behaviour Managers, Teachers, Teaching Assistants and SLT line manager, lead on issues of educational needs, promote a whole school approach to developing and implementing policies and procedures to overcome obstacles to learning and progress and improve participation in learning and school life. 2. Promote and exemplify the schools safeguarding policy. 3. To provide operational leadership of the provision for pupils with special educational needs (SEN) across the school in order to ensure that these pupils make excellent progress. 4. To lead, manage and effectively deploy staff and resources within the SEN provision to ensure EHCP targets are being met. 5. To lead, monitor and evaluate the development of learning and teaching strategies for pupils with specific SEN. 6. To lead on raising standards of pupil attainment and achievement with SEND pupils in all year groups and ability profiles by undertaking INSET and CPD with teaching staff and TAs. 7. To ensure that paperwork relating to pupils with SEN meets statutory requirements, including leading Annual Reviews. 8. Maintain appropriate relationships with parents of pupils with SEN and with relevant external organisations. 9. To liaise with the Exams Officer and jointly lead on access arrangements so all pupils have the appropriate support in public examinations. 10. Test pupils for access arrangements (subject to completing the qualification) 11. To line manage a team of TAs to achieve the above 12. To teach specific lessons/classes as required 13. To take ownership of any tribunals, including producing relevant paperwork and attending tribunals if required 	

MAIN ACTIVITIES	What the Postholder will actually do What prescribed duties the postholder will have	
<p><i>The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document.</i></p>		
<p>Accountability</p> <ol style="list-style-type: none"> 1. Ensure that there is a operational overview of provision for pupils with SEN across the school which maximises their potential. 2. To deliver the school's SEN policy. 3. To monitor and evaluate the quality of teaching in interventions of pupils with SEN. 4. To monitor the effectiveness of intervention for pupils with SEN by outcome. 5. Lead and manage a team of learning support assistants working directly with pupils with SEN and ensure that they are effectively deployed. 6. Ensure that the senior leadership team and governing body are informed about current good practice and legislation relating to SEN and inclusion and that policies and practices relating to SEN are up to date. 7. Liaise effectively with staff across the school, including pastoral, attendance and behaviour support teams, to ensure high quality provision for pupils with SEN <ol style="list-style-type: none"> a. Lead on the development and implementation of inclusive practice throughout the school and liaise with teachers across the school, including delivering appropriate training when necessary. 8. Maintain an accurate SEN register and provision map to ensure that provision always meets the needs of pupils and statutory provision, including overseeing the identification and review of pupils with SEN. 9. Ensure user-friendly versions of needs and best practice with individual pupils is freely available to staff and regularly updated. 10. Ensure that Education and Health Care Plans (EHCPs) and other relevant documentation relating to pupils with SEN are regularly reviewed with pupils, parents and other agencies and recommendations made are implemented. 11. To develop and monitor ISPs for individual pupils in conjunction with the relevant staff, outside agencies and with parents. 12. With the Exams Officer, ensure that exam concessions for pupils with SEN are carried out and implemented. 13. Monitor, analyse and report on assessment information and examination results for pupils with SEN to ensure that they make excellent progress. 14. Prepare for statutory assessments and ensure that all pupils with a statement of education have an annual review. 15. Lead and manage Y7 intervention relating to literacy, and numeracy. 16. Lead on and be accountable for year 7 progress; liaise with academic and pastoral staff to monitor and evaluate the progress of Y7 pupils, taking appropriate action to ensure improved performance and achievement against agreed targets in the specified year 7 groups. 17. Lead and manage interventions related to emotional and relational needs. 18. Lead on the transition of SEND pupils between Key Stages. 19. To co-ordinate and co-operate with appropriate staff to ensure that educational support is obtained from a range of outside agencies, e.g. LA Behaviour Support Teams, SENDO, Educational Psychologists, and voluntary agencies so that the school makes best use of specialist advice and assistance in the support of its most vulnerable young people. 20. To link with parents and external agencies who work in support of our pupils to ensure coordinated 21. To contribute to and encourage participation in assemblies and enrichment opportunities. 22. Be responsible for the CPD of TAs. 		

MAIN ACTIVITIES	What the Postholder will actually do What prescribed duties the postholder will have	
<p>Safeguarding:</p> <ul style="list-style-type: none">▪ Be keenly aware of the responsibility for safeguarding children and to help lead the application of the Safeguarding and Safe Practices policy within the school.▪ Comply with the school's Safeguarding Policy in order to ensure the welfare of children and young persons.▪ To support safeguarding issues relating to SEND pupils and ensure that Senior Designated Person (and Safeguarding team) are informed of concerns.▪ To lead on the monitoring of SEND pupil progress, safety and support for pupils on the safeguarding register.▪ To lead on the provision to guidance of SEND pupils on safe guarding and safe practices.▪ To liaise with outside agencies as appropriate		
School		
<ol style="list-style-type: none">1. Attend appropriate INSET and Twilight training sessions as directed as well as any evening events such as Parents Evenings, Open Evenings etc.2. To undertake any other reasonable duties, as determined by the Headteacher.3. To work as part of the pastoral and SEND team to develop and foster a real sense and ethos of team work within this area of school.4. Liaise with the SLT to organise and facilitate the year 6 intake day & evenings, Open Evenings and year 7 Parents Evenings.5. To attend all relevant meetings as directed.6. To attend all school events that are directed time		
Note: This post is a teaching post and is subject to the Teacher's Pay and conditions Document		
<p>Agreed by: Headteacher: SENDCO:</p>		