

Radipole Primary School



SENDCo Job description:

Responsible to: Headteacher

Salary Grade: MSP/UPS 1-2 plus a SEN TLR (Dependent on Experience)

The professional duties of teachers are set out in the School Teachers pay and conditions document and describe the duties required of all teachers. In addition, the specific requirements of the post, along with the particular duties expected of the post holder are set out below.

The SENDCo will also have a 0.2 - 0.4 teaching commitment including regular or ad hoc cover, complying with the Teachers' Standards and modelling best practice for others.

Main Purpose:

- Contribute to the development of a positive inclusive ethos.
- Support staff in understanding the needs of a diversity of pupils.
- Liaise and coordinate the contribution of external agencies.
- Participate actively in the analysis of relevant data, research and inspection evidence so as to inform inclusion policy, practice and provision within the school.
- Assist in the monitoring and evaluation of the effectiveness of teaching and learning.
- Ensure all policies relating to SEND and accessibility, medical needs and vulnerable groups are reviewed and updated as required.
- Advise the Headteacher and Governing Body on their statutory responsibilities and the resources required to maximise inclusion.
- Coordinate reviews for children with Education, Health and Care plans.
- Be a member of the Leadership Team.
- Carry out the professional duties of a teacher.

Qualities

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Build positive and respectful relationships across the school community
- Serve in the best interests of the school's pupils.

Duties and Responsibilities

School culture and behaviour

- Create a culture where pupils experience a positive and enriching school life
- Uphold educational standards to prepare pupils from all backgrounds for their next phase of education and life
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy.

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Teaching, curriculum and assessment

- Establish and sustain high-quality teaching across subjects and phases, based on evidence
- Ensure the teaching of a broad, structured and coherent curriculum
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- Ensure the use of evidence-informed approaches to reading and mathematics so that all pupils are taught to read and be numerate.

Additional and special educational needs and disabilities

- Identify and model the most effective teaching approaches for pupils with SEND.
- Monitor teaching and learning activities to meet the needs of pupils with SEND.
- Identify and teach skills that will develop pupils' ability to work independently
- Develop effective liaison with other schools to ensure continuity of support and learning when transferring pupils with SEND and LAC.
- Set targets for raising achievement among pupils with SEN and any other identified group e.g. LAC.
- Make sure the school fulfils statutory duties regarding the SEND Code of Practice.

Governance, accountability and working in partnership

- Keep parents informed about their child's progress and ensure positive working relationships with parents to promote pupils' learning.
- Collect and analyse assessment data and use information gained to shape intervention.
- Set up efficient systems for identifying, assessing and reviewing pupils with SEND and any other identified group.
- Update the Head teacher, SEND governor and governing body on the effectiveness of provision for pupils with SEND and LAC.
- Encourage all members of staff to recognise and fulfil their statutory responsibilities to pupils with SEND and any other identified group e.g. LAC.
- Ensure effective intervention for pupils with SEND, working with TAs to deliver and evaluate programmes.
- As Deputy Designated Safeguarding Lead, have a good understanding of any issues within the school and of current policies and procedures. Share corporate responsibility for the safeguarding and wellbeing of all pupils by implementing agreed school policies. Liaise with the headteacher and outside agencies as and when necessary.
- Monitor the effective use of resources needed to meet the needs of pupils with SEND and advise the head teacher of priorities for expenditure.
- Lead on the implementation of statutory policies as required.

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Staff management and professional development

- Provide training opportunities for colleagues and disseminate best practice in meeting SEND.
- Ensure staff have access to appropriate, high-standard professional development opportunities with regards to SEND
- Keep up to date with developments in education
- Seek training and continuing professional development to meet their own needs.

Behaviour and Ethos

- Contribute to the creation of a positive school ethos, in which every individual is treated with dignity and respect.
- Model positive behaviour strategies across the school. Work with staff to keep policies and procedures up to date.
- To have lead responsibility for identifying pupils needing pastoral support and for providing comprehensive assessments of their personal, social and emotional needs. Provide support for staff in developing positive management strategies for challenging pupils.

A job description can never be fully descriptive and exhaustive of unforeseen changes or circumstances; therefore it is expected that staff will, within reason, respond to unforeseen circumstances and emergencies as they arise, commensurate with their qualifications, experience and the situation. Any such further reasonable direction to you, not covered by the above, will be the responsibility of the Headteacher.