



## KINGSLEIGH PRIMARY SCHOOL

### JOB DESCRIPTION

**Post Title:** SENDCO with Leadership  
**Reporting To:** Assistant Headteacher – Inclusion and Headteacher  
**Grade:** Leadership Scale Points 1 - 5

#### **Purpose of Post**

Working alongside the Assistant Headteacher (Inclusion), the SENDCo holds strategic responsibility for whole-school Special Educational Needs and Disabilities. This includes leading and managing teaching assistants, overseeing intervention provision, monitoring outcomes, and contributing to the wider leadership and development of the school. The postholder ensures high-quality, equitable SEND provision that maximises the learning and achievement of all pupils, in line with the Teachers' Standards and the School Teachers' Pay and Conditions Document.

#### **Strategic Leadership of SEND**

- Lead the strategic development, implementation and evaluation of the school's SEND policy and provision.
- Ensure SEND priorities are embedded within the School Improvement Plan.
- Maintain up-to-date knowledge of national and local SEND policy, research and initiatives.
- Hold a strategic overview of SEND provision, monitoring its quality, impact and value for money.
- Evaluate the effective use of SEND funding and recommend adjustments to maximise impact.
- Ensure compliance with the Equality Act 2010, including reasonable adjustments and access arrangements.
- Prepare and present statutory SEND information to the Board of Directors.
- Promote an ethos and culture that reflects the school's values and secures positive outcomes for pupils with SEND.

#### **Operational Management of the SEND Provision**

- Lead the day-to-day operation of the SEND policy and the graduated approach to SEND support.
- Maintain an accurate SEND register and provision map.
- Provide guidance to staff on effective teaching and support for pupils with SEND.
- Coordinate targeted interventions and monitor their effectiveness.
- Advise on the deployment of the SEND budget, resources and support staff.
- Act as the key point of contact for external agencies, including the local authority, health and social care.
- Analyse assessment data for pupils with SEND and report on outcomes.
- Oversee all SEND and LAC records, ensuring accuracy and confidentiality.
- Lead transition arrangements for pupils entering Foundation Stage, moving to Year 7, or joining/leaving mid-year.

### **Leadership and Management of Staff**

- Line manage and appraise teaching assistants and other relevant staff alongside other members of the senior leadership team.
- Identify staff training needs and lead or coordinate high-quality CPD.
- Monitor the quality of SEND support and ensure systems are in place to identify and meet pupil needs.
- Contribute to whole-school leadership, including operational duties and participation in senior leadership activities.

### **Support for Pupils with SEND or a Disability**

- Identify pupils with SEND and coordinate provision that meets their needs.
- Provide guidance and assist teachers in identifying children with learning, behavioural, medical or emotional difficulties.
- Collect and interpret specialist assessment data.
- Secure appropriate external services and specialist support.
- Ensure ambitious targets are set for pupils with SEND and Looked After Children.
- Lead the preparation, review and monitoring of SEN Support Arrangements and EHCPs, including supporting teachers to write IEPs and arranging termly intervals to evaluate the evidence and progress made by SEND pupils.
- Communicate regularly and effectively with parents and carers.
- Promote inclusion and ensure access to the curriculum, facilities and extra-curricular opportunities.
- Work with the Designated Teacher for Looked After Children where SEND needs overlap.
- Complete risk assessments and medical care plans where required.

### **Teaching, Learning and Assessment**

- Model high-quality teaching and support colleagues to develop effective practice.
- Maintain a strong focus on raising achievement for pupils with SEND.
- Support teachers to plan effectively and differentiate to meet diverse needs.
- Use a range of assessment and monitoring strategies to track progress and inform provision.
- Report to parents/carers on progress, attainment and development.
- Contribute to curriculum and assessment development.
- Promote and support extra-curricular activities, targeted boosters and enrichment opportunities.

### **Behaviour, Safety and Safeguarding:**

- Promote and safeguard the welfare of all pupils, following school policies and procedures.
- Establish a safe, purposeful and inclusive learning environment.
- Support behaviour and attendance strategies across the school.
- Act as a Deputy Designated Safeguarding Lead and attend required training.

**Teamwork, Collaboration and Professional Development:**

- Participate actively in meetings, professional development and appraisal processes.
- Share effective practice and contribute to the wider school team.
- Review and refine teaching and assessment approaches in response to feedback and pupil outcomes.
- Support appraisal processes for support staff where required.
- Contribute to the development and management of curriculum, organisational and pastoral systems.

**Managing the Organisation and Shaping the Future:**

- Support recruitment, induction and deployment of staff.
- Take responsibility for day-to-day organisation of the school when required.
- Help articulate and enact the school’s vision and values.
- Translate strategic aims into operational plans that drive sustainable improvement.
- Ensure planning reflects the diversity and needs of the local community.

**Strengthening the Community**

- Build strong partnerships with parents, carers and the wider community.
- Work with external agencies to broaden learning experiences and support community involvement.
- Promote the school’s reputation and foster positive community relationships.

**Other Duties**

- Safeguard and promote the welfare of children at all times.
- Undertake any additional duties reasonably required by the Headteacher.
- Adhere to all school policies and the staff code of conduct.

Name .....

Signed .....

Date .....