



MALPAS ALPORT ENDOWED PRIMARY SCHOOL

SENDCO JOB DESCRIPTION

Purpose:

- To raise standards of pupil attainment and achievement within the whole curriculum area and to monitor and support pupil progress.
- To be accountable for student pupil and development within the Special Educational Needs.
- To ensure that all statutory and legal requirements are met for pupils with SEND.
- To contribute, where appropriate, to developing policies and practice and to promoting collective responsibility for their implementation.
- Monitor learning and teaching activities to meet the needs of pupils with SEND.
- Oversee the monitoring and tracking of all SEND and vulnerable children.
- Ensure the assessment of pupils as requested by school procedures is carried out effectively.

Reporting to:

- Deputy Headteacher / Headteacher

Responsible for:

- The supervision of a full learning experience and support for all pupils with SEND
- EHCP Annual Reviews in line with Statutory Guidance
- Application of EHCPs/ Top-up funding to meet SEND needs
- Referrals for specialist support
- SEND parent liaison

Liaising with

- Headteacher / DHT /LA Representatives, external agencies, parents and Governors.

Working Time

- 0.2 full-time equivalent (fte)

Salary/Grade

- MPS / UPS TLR:2

Disclosure Level

- Enhanced

MAIN (CORE) DUTIES

Operational/Strategic Planning

- To contribute to the whole School's planning activities in relation to children with SEND
- To lead on CPD to teaching and support staff in maximising achievement for SEND and vulnerable students.

Curriculum Provision

- To liaise with the Deputy Head (Curriculum) to ensure the delivery of an appropriate, comprehensive, high-quality and cost-effective curriculum programme which complements the School Improvement Plan/School Evaluation (SEF)
- To ensure that SEND pupils receive the most appropriate adjustments to their curriculum so that they can make good progress

Deployment and Recruitment of Staff

- To participate in the interview process for teaching assistant posts when required and to ensure effective induction of new staff in line with School procedures.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To be responsible for the day-to-day management of staff within the SEND department and act as a positive role model.

Quality Assurance

- To ensure the effective operation of quality control systems.
- To establish the process of the setting of targets within SEND and to work towards their achievement.
- To contribute to the school procedures for lesson observation and learning walks
- To implement school quality procedures and to ensure adherence of teaching staff to this.
- To monitor and evaluate the curriculum and wider provision of pupils with SEND in line with agreed school procedures including evaluation against quality standards and performance criteria.
- To seek/implement modification and improvement where required.

Management Information

- To make use of analysis and evaluate performance data provided and produce reports termly.
- To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
- In conjunction with the relevant member of SLT, to manage the collection of data.
- To provide the Governing Body with relevant information relating to SEND pupils' performance and development.
- Monitor, evaluate and review classroom practice and interventions, promoting improvement strategies to ensure all pupils with SEND achieve.
- Have an understanding of the robust tracking systems that are in place and use data effectively to identify attainments gaps.

Specific Responsibilities

- To ensure that SEND across the school is effectively led and managed.
- To ensure all statutory and legal requirements are met for children with SEND.
- Quality assure and monitor EHCP reviews ensuring that all statutory responsibilities are in line with the Code of Practice.
- Review the School Information Report and update annually.
- Have a rigorous approach to ensuring the best outcomes for pupils with SEND.

Learning and Teaching

- Identify and adopt the most effective teaching approaches for pupils with SEND.
- Support and influence teaching to promote outstanding pedagogy (QFT)
- Review and develop the quality of teaching and standards of learning and achievement of SEND pupils, with a range of needs.
- Support all members of staff to recognise and fulfil their statutory responsibilities to pupils with SEND and understand the importance of QFT taking ownership of additional provision and the progress children (with SEND) make in their class/teaching group.

- Disseminate the use of effective teaching approaches and behavioural strategies for pupils with SEND across the whole school, with a focus on effective adaptations, reasonable adjustments and personalisation.

Communication and Information Sharing

- Communicate effectively with all stakeholders (pupils, parents/carers, staff, outside agencies) to secure the progress and well-being of pupils with SEND.
- Maintain an effective partnership and outstanding communication with parents and carers to support and improve pupil's achievement and personal development.
- Ensure ease of communication and fulfilment of statutory responsibilities.
- To ensure that all aspects of the school's website associated with the SEND area are up to date and relevant.
- Update the SLT and Governing Body on the effectiveness of provision for pupils with SEND.

Other Specific Duties:

- To continue personal development as agreed.
- To comply with the School's Health and Safety Policy and undertake risk assessments as appropriate.
- To uphold the school's Child Protection and Safeguarding policies and procedures.
- To undertake any other duty as specified by Statutory Teachers Pay and Conditions Document (STPCD) not mentioned in the above.
- To engage actively in the Performance Review and Appraisal process.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this Job Specification.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee for develops a disabling condition.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.