



| | |
|----------------------------|--|
| Role Title | SENDCo |
| Purpose of the role | The main purpose of this post is to lead and develop the school's SEND provision |
| Responsibilities | <p>All teachers are required to carry out the duties of a teacher as set out in the current School Teachers' Pay and Conditions Document.</p> <p>The following are specific to this role and are in addition to the school's current job description for a subject teacher:</p> <ul style="list-style-type: none"> a) Determine the strategic development of Special Educational Needs (SEND) policy and provision b) Be responsible for day-to-day SEND provision c) Provide professional guidance to colleagues, working closely with staff, parents and other agencies <p>Strategic</p> <ul style="list-style-type: none"> a) Contribute to a positive and inclusive whole school ethos that promotes excellent outcomes for pupils with SEND b) Ensure the school meets its responsibilities under the Equality Act 2010, Children's Act 2014 and the SEND Code of Practice 2015 c) Develop a strategic overview of provision for pupils with SEND across the school, monitoring and reviewing the quality of provision d) Ensure the Saint Ambrose College SEND policy is implemented effectively within the school e) Develop, implement and monitor strategic SEND plans and ensure they are embedded in the School Improvement Plan f) Support all staff in understanding the needs of SEND pupils g) Liaise with staff, parents, external agencies and other schools or settings to co-ordinate their contribution, provide maximum support and ensure continuity of educational provision for pupils with SEND h) Liaise with the Business Manager and ensure funding is used effectively i) Maintain an up-to-date knowledge of national and local initiatives which may affect the school's policy and practice |



- j) Contribute to school self-evaluation, particularly with respect to provision for pupils with SEND
- k) Provide regular information to SLT and Governors on the effectiveness of SEND provision and outcomes.

Operational

- a) Support early and accurate identification and assessment of special educational needs
- b) Collect and analyse SEND data to implement appropriate intervention and identify underperforming students
- c) Maintain an accurate SEND register
- d) Work in partnership with parents and families who have a child with SEND
- e) Advise on the graduated approach to SEND support
- f) Co-ordinate additional provision that meets the pupils' needs and monitor its effectiveness
- g) Coordinate the use of a Provision Map (Edukey or equivalent) and ensure it is being used effectively to develop individual learning plans and record, track and monitor the effectiveness of interventions
- h) Support person-centred approaches, involving pupils and parents in all aspects of SEND provision
- i) Work with feeder primary providers, other schools, educational psychologists, health and social care professionals and other external agencies and be a key point of contact for external agencies
- j) Work in partnership with the pupil, parents and other professionals to ensure the needs of pupils with Education, Health and Care (EHC) Plans are fully met and meet statutory requirements
- k) Support transition at all stages for pupils with SEND
- l) Ensure records of pupils with SEND are kept up to date.
- m) Lead EHCP reviews
- n) Oversee SEND administration



- o) Work with Exams and Admissions Officers to ensure appropriate access arrangements are in place for examinations
- p) Oversee healthcare plans.

Undertake such duties as may from time to time be reasonably assigned by the Principal

Indicative knowledge, skills and experience

See Person Specification

Health and Safety

Co-operate with the employer on all issues to do with Health, Safety & Welfare. To keep First Aid Certificate up to date if relevant to your position

Continuing Professional Development

In conjunction with the line manager, take responsibility for personal professional development. Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available. Maintain a professional portfolio of evidence to support the Performance Management process - evaluating and improving own practice.

Note

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties. Elements of this job description and changes to it may be negotiated at the request of either the Principal or the incumbent of the post.