Moss Park Junior School SENDCO TLR2 Job Description

**Job title:** SENDCo

**Purpose:** Whole-school Teaching and Learning Responsibility in the area of SEND Inclusion.

**Responsible to:** The Headteacher

**Professional duties and responsibilities**

The duties outlined in this job description are *in addition* to those of a teacher as covered by the latest School Teachers' Pay and Conditions Document and the MPJS Class teacher Job Description. It may be modified by the head teacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title. It will be reviewed in the context of the School Development Plan and Performance Management cycle.

**Teaching and learning**

1. Demonstrate quality first teaching and learning that engages and motivates pupils and continues to raise standards of achievement for all.
2. Identify and adopt the most effective teaching approaches for SEND pupils.
3. Monitor teaching and learning activities to meet the needs of SEND pupils.
4. Promote an ethos and culture that supports the school’s SEND policy and promotes good outcomes for pupils with SEN or a disability

**Recording and assessment**

1. Set targets for raising achievement among SEND pupils and other groups as appropriate.
2. Collect and interpret specialist assessment and performance data and share with other staff and Governors as appropriate.
3. Set up systems for identifying SEND, and assessing and reviewing SEND provision. This includes creating and monitoring EHC plans, provision maps with class teachers and teaching assistants.
4. Update the head teacher and governing body on the effectiveness of provision for SEND children.
5. Keep parents informed about their child's progress through individual meetings and at parents’ evenings.
6. As necessary, prepare applications for Statements of Educational Needs; co-ordinate and attend annual reviews.
7. Assist Assessment Leader in making applications for additional support, time and/or specific papers for end of Key Stage assessments.
8. Maintain the SEND register.
9. Evaluate the effectiveness of provision.

**Leadership**

1. Ensure all members of staff are able to recognise and fulfil their statutory responsibilities to SEND pupils
2. Provide training opportunities for teaching assistants and teachers to learn about Inclusion, including whole-school INSET.
3. Disseminate good practice in Inclusion across the school.
4. Identify resources needed to meet the needs of SEND pupils and manage the SEND budget.
5. Work with the Headteacher and Governors on the strategic development of SEND & Inclusion, including reviewing and formulating appropriate policies.
6. To be responsible for the supervision and organisation of teaching assistants, including their performance management.
7. Support pupil progress meetings, recording agreed provision within provision maps.
8. To work with the Headteacher and other key staff on developing the effectiveness of transition arrangements between the Infant School and MPJS and to High School
9. Liaise with the Educational Psychology service and other specialist and support agencies.
10. To keep abreast of developments in SEND (e.g. research, changes to the law) and inform staff and Governors as necessary.
11. To attend appropriate training, CPD and conferences and provide feedback to colleagues.
12. Lead CPD on inclusion matters as needed across the school.
13. Work with the headteacher to plan the overall deployment of teaching assistants throughout the school.
14. Liaise with all teachers in the successful deployment of learning support assistants.

16. Undertake SEND self-evaluation, contributing to the school SEF and improvement plan and plan for continuous improvement in inclusion practice

17. Model good practice in teaching pupils with SEND.

 18. Develop links with governors, the LA, external agencies and neighbouring schools.

**Other responsibilities**

* 1. **To willingly undertake any reasonable task requested by the Headteacher from time to time to support the safeguarding of staff and children.**
	2. To safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.
	3. **To be willing to undertake the role of Assistant Designated Safeguarding Lead as part of the Leadership Team**

Signed:

Date: