 **Our Lady’s Catholic Primary School  
*Living and Learning in Faith***

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| **SENDCO Job Description** | | |
| **Strategic** |  | **Operational** |
| Develop a clear policy and system for identifying SEND and overview the graduated approach of Assess-Plan-Do-Review | Oversee the implementation of EHC plans, especially statutory provision |
| Develop a whole school provision map and monitor the implementation of this across the school | Work with classroom teachers, parents and relevant external agencies to develop, implement and monitor individual support plans |
| Manage whole school training needs as a result of careful analysis, including how this links to the profile of SEN within the school | Oversee the implementation of the school's SEN vision and policy |
| Support SLT and curriculum leaders in decisions about curriculum/inclusive teaching and learning | Keep SEN register up to date |
| Ensure the school meets legal requirements for those on SEN Support and with EHC plans and ensure all staff understand their duties under the Code of Practice | Monitor participation levels of children with SEND in extracurricular activities |
| Support with monitoring the overall progress of pupils with SEN within the school including a summary of the effective of provision such as interventions | Monitor attendance and behaviour, including exclusions for children with SEND |
| Reflect on trends for attendance and support action for those with poor attendance and consider how SEND may be impacting on this | Be available for parents for meetings, reviews, parent forums etc |
| Line manage TAs | Attend safeguarding meetings to support the review of those with SEND needs |
| Reflect upon trends in interventions and manage changes to provision in light of this | Run performance management meetings and CPD for TAs |
| Analyse year group cohort progress, supporting staff to target support as needs arise | Chair annual reviews and complete statutory paperwork |
| Effectively manage resources for SEND including advising on use of the notional SEN budget | Meet with outside agencies to agree support for those children with wider needs |
| Write and review the statutory school documents; SEN information report and Accessibility Plan | Provide updates for governors |
| Ensure all staff understand their duties under the Equality Act | Meet with prospective parents and carers |
| Provide advice, guidance and training to classroom teachers on supporting pupils with SEN | Make referrals and liaise with professionals outside of the school (e.g. EPs/ SALT/OT/LSS/BSS) |
| Keep up to date with national and local policies related to SEN and cascade information to colleagues. | Advise on assessments for children requiring more detailed understanding of needs |
| Carry out observations in the classroom and meet with teachers and other staff | Set up timetables for TAs, interventions etc |
| Establish the school’s long term direction for SEND | Develop and maintain systems for keeping pupil records, ensuring information is accurate and up to date |
|  | Oversee transitions for children with SEN |