



St John's C of E Primary School Job Description



Job title: SENDCo

Purpose: Whole-school teaching and learning responsibility in the area of SEN Inclusion.

Responsible to: The Headteacher

Professional duties and responsibilities

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. 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. Identify and adopt the most effective teaching approaches for SEN pupils.
2. Monitor teaching and learning activities to meet the needs of SEN pupils.
3. Liaise with other schools to ensure continuity of support and learning when transferring SEN pupils.
4. Promote Inclusion best practice and contribute to the aims and ethos of the school through membership of the senior leadership team and when possible, attendance at school events.

Recording and assessment

1. Set targets for raising achievement among SEN 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 SEN, and assessing and reviewing SEN provision. This includes creating and monitoring EHC plans, provision maps with class teachers and learning support assistants.
4. Update the Head teacher and governing body termly on the effectiveness of provision for SEN 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 Head teacher in making applications for additional support, time and/or specific papers for end of Key Stage assessments.
8. Maintain SEN register.
9. Evaluate the effectiveness of provision.

Leadership

1. Ensure all members of staff are able to recognise and fulfil their statutory responsibilities to SEN pupils
2. Provide training opportunities for learning support 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 SEN pupils
5. Work with the Head teacher and Governors on the strategic development of SEN & Inclusion, including reviewing and formulating appropriate policies.
6. To be responsible for the supervision and organisation of learning support assistants, including their performance management.
7. Support pupil progress meetings, recording agreed provision within provision maps.
8. To be involved in the appointment of Teaching Assistants.
9. To support with Teaching Assistant performance management reviews.
10. To work with the Head teacher and other key staff on developing the effectiveness of transition arrangements between the pre-school settings and FS.
11. Liaise with specialist support agencies.
12. To keep abreast of developments in SEN (e.g. research, changes to the law) and inform staff and Governors as necessary.
13. To attend appropriate training, CPD and conferences and provide feedback to colleagues.
14. Lead CPD on inclusion matters as needed across the school.
15. Work with the Head teacher to plan the overall deployment of teaching assistants throughout the school.
16. Undertake SEN self evaluation, contributing to the school SEF and improvement plan and planning for continuous improvement in inclusion practice
17. Model good practice in teaching pupils with SEN including those with severe complex needs.
18. Develop links with governors, the LA, external agencies and neighbouring schools.

Other and responsibilities

1. To willingly undertake any reasonable task requested by the Head teacher.

Signed _____

Date _____

The Governing Body is committed to safeguarding and promoting the welfare of children and young people; and expects all staff and volunteers to share this commitment.