**Burraton CP School**

**Job Description**

**Job title: SENDCo**

**Responsible to: Headteacher**

**Purpose of the role**

To ensure that pupils with additional needs thrive socially, emotionally and academically at our school.

**Responsibilities of the role**

**Strategic responsibility areas:**

* Further developing and improving SEND provision across the school
* Teaching and learning relating to SEND
* Leading and managing SEND team members
* Deploying staff and resources effectively
* Maintaining high expectations in all aspects of the role

**Responsibility for the professional development of colleagues:**

* Leading on national and local policies related to SEND
* Reviewing and monitoring school systems and resources
* Providing a SEND perspective across the whole school framework
* Initiating and developing effective approaches in the classroom to support learners
* Liaising with external agencies/professionals to support staff including planning for staff training needs

**Responsibility for the following duties:**

* Overseeing the day-to-day operation of SEND policy, and related documentation
* Maintaining the RON and vulnerable pupil documents
* Leading the team of SEND learning support assistants
* Following the individual progress of each pupil with SEND, using and providing data where appropriate
* Coordinating provision for pupils with additional needs
* Managing the records of all pupils with additional needs
* Liaising with parents/carers of pupils with additional needs
* Completing EHCPs and funding applications
* Overseeing access arrangements for national tests
* Implementing safeguarding policy and good practice
* Coordinating home school links
* Monitoring attendance data and medical matters of pupils on the RON
* Liaising with other schools for the transfer of SEND pupils
* Coordinating intervention programmes

**Teaching and Learning:**

* Development, monitoring and evaluation of teaching and learning within SEND
* Advising staff on the most effective teaching methods for children with additional needs
* Lead training for LSAs and teachers on SEND strategies
* Liaising with colleagues to deliver units of learning in a collaborative way
* Leading interventions where appropriate
* Using data to monitor progress of all pupils with additional needs, and to plan effective interventions to support their learning

**Assessing and Reporting responsibilities:**

* Coordinating assessments for extra time and other access arrangements for testing
* Maintaining records of observations, evaluations and advice provided to staff
* Maintaining assessment reports to ensure pupil progress is maintained
* Liaising with parent/carer and other support partners/agencies
* Conduct annual reviews and liaise with the Local Authority SEND team when appropriate

**Leadership and Management responsibilities:**

* Supporting the Senior Leadership Team
* Understanding issues relating to the organisation, ordering and funding of resources
* Supporting access to school, including implementing bespoke behaviour plans, TIS intervention plans and risk assessments
* Conducting an annual departmental review
* Managing the budgets for the SEND curriculum area in consultations with the Head Teacher
* Implementing health and safety policy
* Performance manage teaching assistants and the Assistant to the SENDCo
* Participating in school events such as Learner Reviews, parent training sessions and Open Days
* Attending meetings, including SLT as required
* Developing positive links with governors, the community and other partners
* Developing and monitoring the SEND strand of the School Improvement Action Plan
* To be a member of the Safeguarding team

**Communication with:**

* All relevant parties including pupils, parents/carers, staff and other external agencies

**Reporting responsibilities:**

* Providing reports for the Governing Body meetings and additional reports as requested by the Head Teacher or Governors
* Providing reports as requested by Social Services for case conferences and pupil protection issues

**Other Duties and Responsibilities:**

* Carrying out other duties that the Headteacher may reasonably request

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.