

## Job Description – SENDCO

Job Title	Special Educational Needs and Disabilities Co-ordinator
Salary	MPS or UPS depending on experience
Hours per week	2.5 days per week
Contract Type	Permanent
Reporting to	Headteacher
Responsible for	LSA support for identified children/intervention staff

### Core requirements of the Post

The post holder's key accountabilities are for strategically overseeing SEND provision in school.

The key role of SENDCO is to support the Headteacher in managing staff and resources effectively to ensure that key priorities linked to SEND provision are implemented and their impact evaluated in order to build long term school improvement.

In respect of these duties the SENDCO is supported by the Headteacher.

### Main Purpose

The SENCO, under the direction of the Headteacher, will:

- Determine the strategic development of special educational needs and disabilities (SEND) policy and provision in the school
- Be responsible for day-to-day operation of the SEN policy and co-ordination of specific provision to support individual pupils with SEN or a disability
- Provide professional guidance to colleagues, working closely with staff and other agencies
- Through effective communication and understanding, provide support and guidance for parents and families of children with SEND
- The SENCO will also be expected to fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document

### Duties and Responsibilities

#### **Strategic development of SEND policy and provision**

- Have a strategic overview of provision for pupils with SEN or a disability across both schools, monitoring and reviewing the quality of provision
- Contribute to both schools self-evaluations, particularly with respect to provision for pupils with SEN or a disability
- Ensure SEND policies, local offers and the Code of Practice are implemented in both schools, and that the objectives of these documents are reflected in the school improvement plans
- Maintain an up-to-date knowledge of national and local initiatives which may affect the schools' policy and practice
- Evaluate whether funding is being used effectively, and propose changes to make use of funding more effective
- Managing budget



Blaby Stokes CE Primary School



Church Langton CE Primary School



Great Bowden CE Academy



Husbands Bosworth CE Primary School



Lubenham All Saints CE Primary School



Market Harborough CE Academy



Meadowdale Primary School



Red Hill Field Primary School



Ridgeway Primary Academy



South Kilworth CE Primary School



St Andrews CE Primary School



### Learn Academies Trust

Registered Address: School Lane, Lubenham LE16 9TW  
 01858 260028, [www.learnat.uk](http://www.learnat.uk)  
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### **Operation of the SEND policy and co-ordination of provision**

- Maintain accurate SEND registers and provision maps
- Provide guidance to colleagues on teaching pupils with SEN or a disability, and advise on the graduated approach to SEN support
- Advise on the use of each school's budget and other resources to meet pupils' needs effectively, including staff deployment
- Be aware of the provision in the County local offer
- Work with early years providers, other schools, educational psychologists, health and social care professionals and other external agencies
- Be a key point of contact for external agencies, especially the local authority
- Analyse assessment data for pupils with SEN or a disability
- Oversee intervention groups for pupils with SEND, and evaluate their effectiveness

### **Support for pupils with SEND and their families**

- Identify a pupil's SEND by reviewing attainment data and attending pupil progress meetings
- Work closely with parents or carers and communicate regularly to ensure their needs are met
- Co-ordinate provision that meets the pupil's needs, and monitor its effectiveness
- Secure relevant services for the pupil
- Ensure records are maintained and kept up to date
- Review the education, health and care plan with parents or carers and the pupil at least annually
- Ensure that if the pupil transfers to another school, all relevant information is conveyed to it, and support a smooth transition for the pupil
- Promote the pupil's inclusion in the school community and access to the curriculum, facilities and extra-curricular activities
- Work with the designated teacher for looked-after children, where a looked-after pupil has SEN or a disability

### **Leadership and Management**

- Work with Headteachers and governors to ensure the school meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements
- Prepare and review information the governing bodies are required to publish
- Contribute to both school improvement plans and whole-school policy
- Identify training needs for staff and how to meet these needs
- Ensure that training about specific needs/diagnosis is kept up to date e.g. ASD, ADHD, Dyslexia, emotion coaching
- Lead training for staff
- Share procedural information, such as the schools' SEND policy
- Promote an ethos and culture that supports the schools' SEND policy and promotes good outcomes for pupils with SEN or a disability
- Lead and manage teaching assistants working with pupils with SEN or a disability
- Lead staff appraisals and produce appraisal reports for LSAs working with identified children
- Engage with the Learn-AT SENDCO network to ensure best practice

The SENDCO will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the SENDCO will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.

## Person Specification

Criteria	Qualities
Qualifications	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• National Award for SEN Co-ordination, or a willingness to complete it within 3 years of appointment</li> <li>• Degree</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Teaching experience for at least 3 years, including recent experience of working within a primary school setting</li> <li>• Understanding of working at a whole-school level</li> <li>• Involvement in self-evaluation (including data analysis) and development planning at a whole school level</li> <li>• Experience of conducting training / leading INSET</li> <li>• Experience of working with a range of SEND</li> <li>• Experience of working closely with parents and carers</li> </ul>
Skills and Knowledge	<ul style="list-style-type: none"> <li>• Sound knowledge of the SEND Code of Practice</li> <li>• Understanding of what makes quality first teaching, and of effective intervention strategies</li> <li>• Ability to plan and evaluate interventions</li> <li>• Data analysis skills, and the ability to use data to inform provision planning</li> <li>• Effective communication and interpersonal skills</li> <li>• Ability to build effective working relationships with staff, parents and carers</li> <li>• Good record-keeping skills</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>• A commitment to engage in research to secure the best outcomes for pupils</li> <li>• A commitment to engaging in a range of CPD in school</li> <li>• Commitment to getting the best outcomes for pupils and promoting the ethos and values of both schools</li> <li>• Commitment to equal opportunities and securing good outcomes for pupils with SEN or a disability</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding and equality</li> </ul>

### Notes

This job description may be amended at any time in consultation with the post holder.

Meadowdale Primary School and Church Langton CofE Primary School are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful candidates are subject to an enhanced disclosure from the Disclosure and Barring Service. Candidates will also be subject to a social media check.

**Headteacher's signature** ..... **Date** .....

**Post holder's signature** ..... **Date** .....