

## Job Description and Person Specification

<b>Job Title:</b>	<b>SENDCo</b>
<b>Service Provision:</b>	St Mark's CofE Junior School and Wyndham Park Infant School
<b>Job Family:</b>	Senior Leadership Team (SLT)
<b>Line Manager:</b>	Headteacher (HT)
<b>Salary Grade:</b>	MPS/UPS
<b>Annex:</b>	Please ensure you refer to Annex 1 with this job description

The SENDCo will have professional and operational responsibility for the leadership, organisation, management of all areas of SEND identification and provision. The role will support the HT and leadership team to ensure all matters relating to safeguarding are upheld.

The SENDCo will be a part of the SLT in raising the profile of St Mark's CofE Junior School and Wyndham Park Infant School and be able to communicate effectively with external agencies and stakeholders. The key areas of responsibility are to lead the development and continuous improvement of SEND and inclusion across the school.

The job description is to be performed in accordance with the provisions of the School Teachers pay and Conditions of Service Document and within the range of duties set out in that document so far as relevant to the post holder's title and salary grade. The post is otherwise subject to the Conditions of Service for School Teachers in England and Wales (the burgundy book) and to locally agreed conditions of employment.

### Key accountabilities, duties and responsibilities

#### Leadership and Management

- Play a leading role on the school improvement planning process, with a focus on progress of SEND and Vulnerable pupils.
- Contribute to the school's self-evaluation process, including devising and monitoring action plans and other policy development.
- Promote a culture of inclusion within the school community where all views are valued and taken account of.
- Lead by example especially when implementing change and improvements in standards.
- Support the HT in the appraisal of employees, with oversight of probation/performance management of all Support Staff.
- In partnership with the HT, monitor the quality of teaching and learning and pupil's progress and attainment, in particular those with SEND
- Disseminate good practice in inclusion across the school.
- Identify resources needed to meet the needs of SEND pupils and manage the SEND budget.
- To support the Inclusion lead with managing the resource base provision and inclusion in the mainstream settings.
- Co-ordinate intervention programmes across the school.
- Monitor and track intervention impact
- Assist with Pupil Premium and EAL provision across the school.
- Facilitate annual reviews
- Liaise with professionals including SEND lead workers
- Create and update provision maps across settings and for individual training
- Attend appropriate inset and disseminate information to employees.
- Contribute to Teaching and Learning reports for the LGC.

## Pupils and Staff

- To promote strategies which promote high standards of behaviour.
- Promote and protect the Health & Safety welfare of pupils and employees.
- Support the development of collaborative approaches to learning within the school and beyond.
- To lead staff inset.
- To provide TA training.
- To attend SENDCo network meetings.
- To provide specialist SEND support and advice for colleagues.
- To provide support with managing needs across the setting, including non-structured times.
- To work alongside the ELSA, supporting children's emotional needs.
- To support transition times.

## Qualities and Knowledge

- Ensure that all statutory deadlines for EHCPs are met.
- Co-ordinate the production and review of school policy and guidelines on assessment.
- Monitor standards of attainment and progress across of SEN children across the settings.
- Monitor the effectiveness of record-keeping including curriculum planning, pupil records and reports on pupil progress.
- Evaluate the quality and appropriateness of existing resources.
- Keep up to date with national and local developments on assessment.

Tasks/duties	Essential skills	Desirable skills
Qualifications and Training	<ul style="list-style-type: none"> <li>• Qualified Teacher Status.</li> <li>• Further SEND or a postgraduate qualification.</li> </ul>	<ul style="list-style-type: none"> <li>• Holds the NASENCO Qualification</li> <li>• Be prepared to complete the NASENCO within 2 years.</li> </ul>
Knowledge and Experience	<ul style="list-style-type: none"> <li>• Significant SEND teaching experience.</li> <li>• Experience of successfully managing and/or supporting staff.</li> <li>• Experience of managing effective quality improvement systems and procedures.</li> <li>• Experience of successfully managing a range of support systems for pupils.</li> <li>• Experience of organising and leading staff training.</li> <li>• Knowledge of current SEND issues and curriculum development.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of teaching a wide range of SEND pupils (in both age and ability).</li> <li>• Experience of SEND assessment, attainment levels and accreditation and the coordination of a specific subject.</li> <li>• Lead role in a curriculum area.</li> <li>• Knowledge of Assessment, Reporting and Recording (Student Progress).</li> </ul>
Skills and Abilities	<ul style="list-style-type: none"> <li>• Monitoring and evaluating standards.</li> <li>• Good ICT Skills.</li> <li>• Good communication skills.</li> <li>• Ability to relate to people at all levels.</li> <li>• Ability to set targets, meet deadlines and work under pressure</li> <li>• Adaptability and flexible thinking</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to support the management of change.</li> <li>• Ability to remain calm and model self-regulation.</li> <li>• Ability to lead by example following our vision and values.</li> <li>• Ability to influence and support staff.</li> </ul>