



JOB DESCRIPTION: SENDCo

School: Federation of St Bede's and St Bernadette (Both Sites)

Reporting To: Headteachers

SECTION A:

Job Title:	Special Educational Needs and Disability Coordinator
Grade:	UPS+SEN Allowance
Hours of Work	Full Time

SECTION B: Responsible for: SEND and EAL Provision across the Federation

SECTION C: CORE PURPOSE OF POST

To actively support and have due regard for the Catholic ethos of the school.

SECTION C: PURPOSE OF POST

The SENCO is required to carry out the duties of a schoolteacher as set out in the School Teachers' Pay & Conditions Document and the Teachers' Standards.

SECTION D: Main duties and Responsibilities

- To lead, manage, develop and maintain high quality SEND & EAL provision which enables quality first teaching, excellent learning outcomes and success for all pupils
- To model effective teaching, to coach and train colleagues and to teach across the school
- To keep all aspects of paperwork including records and policies, up-to-date and actioned, as appropriate

Key Accountabilities

Strategic direction and development of SEND & EAL provision in the school – with the support of and working with the Headteachers - to:

- Contribute to a positive ethos in which all pupils have access to a broad, balanced and relevant curriculum.



- Support all staff in understanding the needs of SEND & EAL pupils
- Devise and promote plans to ensure the needs of pupils with SEND & EAL are met and that they are reflected in the school development plan
- Regularly monitor progress against targets for pupils with SEND & EAL from teachers' plans, evaluate the effectiveness of teaching and learning by work analysis and use these analyses to guide future improvements
- Analyse and interpret relevant school, local and national information relating to pupils with SEND & EAL and advise the Headteachers on the level of resources required to maximise achievement
- Liaise with staff, parents, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of educational provision for pupils with SEND & EAL
- Develop partnerships with parents to ensure that their views are considered and acted upon appropriately
- Ensure that pupils with SEND & EAL are enabled to share their views and that these are acted upon appropriately

Teaching and learning - to:

- Support the identification of, and disseminate the most effective teaching approaches for pupils with SEND & EAL.
- Collect and interpret specialist assessment data on SEND & EAL to inform practice
- Work with pupils, class teacher and senior leaders to ensure realistic and challenging expectations of pupils with SEND & EAL
- Monitor the use of resources, teaching activities and target setting and develop and maintain a recording system for progress of pupils with SEND & EAL

Leading and managing Staff – to:

- Achieve constructive working relationships and establish opportunities for the SENDCo, teaching assistants and other teachers to review the needs, progress and targets of pupils with SEND & EAL
- Provide regular information to Senior Leadership Team (SLT) and governors on the effectiveness of SEND & EAL provision and outcomes
- Advise and contribute to all aspects of SEND & EAL training to ensure the professional development of staff
- Liaise with More Able Pupil Co-Ordinator regarding arrangements for more able pupils

Parents, the community and extended schools – to:

- Play a full part in the life of the school community
- Work with parents and families who have a child with SEND & EAL offering support and guidance
- Encourage parents to participate in the life of the school in a variety of ways

Managing own performance and development - to:

- Demonstrate resilience and resourcefulness
- Take responsibility for own professional development.



- Participate in the school's appraisal procedures and professional development, ensuring that objectives are set and met within the agreed time-scale.
- Think creatively and imaginatively to anticipate and solve problems and identify opportunities.

Use of Resources –to:

- Identify appropriate resources to promote and support the achievements of SEND & EAL children and ensure they are used efficiently, effectively and safely
- Oversee and monitor appropriate budget allocations in liaison with the Headteachers and School Business Manager

Additional responsibilities and general requirements – to:

- Undertake any professional duties commensurate with the grade of the post, reasonably delegated to him/her by the Headteachers
- Show commitment to the schools, their Catholic ethos, its inclusive ethos and equal opportunities for all in the school communities, opposing strongly any form of discrimination
- Attend and participate in relevant training sharing the knowledge and ideas gained with colleagues
- Work within the job description provided to all Senior Leaders
- Teach a class as required

As an employee of the Governing Body of the Federation of St Bede's and St Bernadette Catholic Schools you may be required to work in either setting in order to best meet the needs of the Federation and there is an expectation that you will be loyal to both schools.

SECTION E: Signatures – Job Description discussed and agreed

Signature of Post Holder:

Date:

Signature of Headteacher:

Date:

Signature of Co-Chairs of Governors.....

Date:



SENDCO: PERSON SPECIFICATION

Essential	Desirable	Evidence
Qualifications and experience		
<ul style="list-style-type: none"> • First degree. • Qualified teacher status. • Qualification in SEND • A continued commitment to own professional development. • As a middle leader within the same phase school/academy. • Teaching experience within the designated age range. • Of child-safeguarding issues and successful use of measures that promote and ensure the safe-guarding of children. • Excellent knowledge of current legislation and guidance on SEND entitlements and provision. • Experience of direct working with students with SEND, organising provision, including preparation of IEPs. 	<ul style="list-style-type: none"> • Further relevant professional studies. • Experience of more than one school/academy. 	<p>Application form</p> <p>Certificates</p> <p>References</p>