



Special Educational Needs and Disabilities Coordinator (SENDCo)

Job description

Salary:	Main Scale/UPS plus TLR 1b or Leadership scale 11– 14 depending on experience and expertise
Contract type:	Full time
Reporting to:	Deputy Headteacher
Responsible for:	Learning support Mentors and SEND Admin staff

- Purpose of post:** The SENDCo, under the direction of the Headteacher, will:
- Determine the strategic development of special educational needs and disability (SEND) policy and provision in the school
 - Be responsible for day-to-day operation of the SEND policy and co-ordination of specific provision to support individual pupils with SEND
 - Provide professional guidance to colleagues, working closely with staff, parents and carers, and other agencies

Blessed Edward Oldcorne Catholic College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. This position is therefore subject to past employment references, social media/online checks and an Enhanced Disclosure and Barring Service check.

The SENDCo will be expected to fulfil the responsibilities of a teacher, as set out in the STPCD. While the SENDCo will have responsibility for the oversight of provision for pupils with SEND, class teachers will hold responsibility for the day-to-day education and support of pupils within their classroom.

Duties and responsibilities

Strategic development of SEND policy and provision

- Have a strategic overview of provision for pupils with SEND across the school, monitoring and reviewing the quality of provision
- Contribute to school self-evaluation, particularly with respect to provision for pupils with SEND
- Make sure the SEND policy is put into practice and its objectives are reflected in the college improvement plan
- Maintain up-to-date knowledge of national and local initiatives that may affect the school's policy and practice
- Evaluate whether funding is being used effectively, and suggest changes to make use of funding more effective
- Ensure SEND provision aligns with the school's Catholic ethos and values
- Advise the Headteacher and Governors on SEND matters

Operation of the SEND policy and co-ordination of provision

- Maintain an accurate SEND register and provision map
- Provide guidance to colleagues on teaching pupils with SEND, and advise on the graduated approach to SEND support
- Advise on the use of the school's budget and other resources to meet pupils' needs effectively, including staff deployment
- Be aware of the provision in the local offer
- Work with feeder primary schools, 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 (LA)
- Analyse assessment data for pupils with SEND
- Implement and lead intervention groups for pupils with SEND, and evaluate their effectiveness
- Manage the SEND budget effectively ensuring value for money
- Keep the SEND section of the college website up to date

Support for pupils with SEND

- Identify a pupil's SEND
- 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 (EHC) plan with parents or carers and the pupil
- Communicate regularly with parents/carers
- Ensure if the pupil transfers to another school, all relevant information is conveyed to that school, 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 (LAC), where a looked-after pupil has SEND
- Ensure effective transition arrangements for SEND students

Leadership and management

- Work with the Headteacher 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 board is required to publish
- Contribute to the CIP and whole-school policy
- Identify training needs for staff and how to meet these needs
- Lead INSET for staff on inclusive teaching and SEND strategies
- Share procedural information, such as the school's SEND policy
- Promote an ethos and culture that supports the school's SEND policy and promotes good outcomes for pupils with SEND
- Be accountable for the progress, attendance and outcomes of all SEND pupils
- Lead and manage teaching assistants working with pupils with SEND
- Lead staff appraisals and produce appraisal reports
- Review staff performance on an ongoing basis

Safeguarding

- Liaise and collaborate with the designated safeguarding lead (DSL) on matters of safeguarding and welfare for pupils with SEND
- Remain alert to the fact that pupils with SEND may be more vulnerable to safeguarding challenges

Notes

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This post is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, the 2012 School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation. This job description should be read in conjunction with the DfE Teachers' Standards.

This job description may be amended at any time following discussion between the Headteacher and member of staff and will be reviewed annually.

Signed:

Date: