

# Folksworth Church of England Primary School

## SENDCO JOB DESCRIPTION

### CORE PURPOSE

1. Promote inclusion and inclusive practice
2. Take responsibility for the day-to-day leadership of provision for pupils with SEND
3. Provide professional guidance to other staff in the area of SEND and be line manager for SEND Teaching Assistants
4. Ensure the effective use of resources to improve achievement for all pupils.

### PRINCIPLE RESPONSIBILITIES

To work closely with the Headteacher and colleagues in the strategic development of the school's Special Education Needs and Disabilities strategy and oversee the day-to-day operation of that policy with the aim of raising SEND pupil achievement and wellbeing across the school.

### TYPICAL TASKS, DUTIES AND RESPONSIBILITIES

#### Leadership

- Develop a clear and cohesive strategy to deliver the school's vision for SEND, as part of a wider strategy for inclusion.
- Ensure all members of staff recognise and fulfil their statutory responsibilities to pupils with SEND, ensuring pupil's records and plans are up to date.
- Provide training opportunities for teaching assistants and other teachers to learn about SEND, including provision of INSET.
- Disseminate, promote and celebrate good practice in SEND across the schools.
- Have a clear understanding of the performance of children with additional needs and provide strategic support for improvement.
- Identify resources needed to meet the needs of pupils with SEND and advise the school on priorities for expenditure.
- Take on the role as SENDCO within school, providing exemplary practice.
- Coach and mentor local SENDCOs to create consistency of approach and high quality provision.
- Attend SENDCO and other local networking meetings and take responsibility for updating personal subject knowledge.
- Liaise with outside agencies to ensure timely and effective support for pupils.
- Utilise budget effectively to meet priorities identified.
- Identify and adopt the most effective teaching approaches for pupils with SEND.
- Monitor and evaluate teaching and learning activities to meet the needs of pupils with SEND
- Liaise with other schools to ensure continuity of support and learning when transitioning pupils with SEND.
- Complete and submit applications for Education, Health and Care Plans (EHCPs) to be assessed by the Local Authority.
- Co-ordinate all Annual Reviews and attend/chair when necessary.
- Ensure relevant training is impacting on teaching and learning.
- Support the headteacher in carrying out SEND reviews, monitor actions and measure impact.
- Work with the school as required to improve SEND provision for the wider community. Recording and Assessment
- Support school staff in setting targets for raising achievement among pupils with SEND.
- Collect, analyse and interpret assessment data from a range of sources including school, local and national data.
- Set up systems for identifying, assessing and reviewing SEND.
- Report to the school governors on the effectiveness of provision for pupils with SEND.
- Ensure parents are kept informed about their child's progress by the school.
- Complete Early Help Assessment applications, referrals and TAF meetings as appropriate to the needs of the child(ren) and families.



- Complete Designated Safeguarding Lead training and act appropriately to safeguard children within the school community.

### **THIS ROLE IS SUBJECT TO THE REQUIREMENTS OF:**

- National Standards for SENDCOs.
- National Professional Standards for Teachers.
- SEN Code of Practice 0-25.
- The Conditions of Service for School Teachers in England and Wales. In September 2009 it became law for every new SENDCO in a mainstream school to gain the Master's-level National Award for Special Educational Needs Co-ordinator within 3 years of taking up the post.

### **SAFEGUARDING CHILDREN & SAFER RECRUITMENT**

Folksworth Church of England Primary School is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment. The SENDCO plays a role in this within the school and the post is subject to enhanced DBS disclosure, prohibition and disqualification checks.

Folksworth Church of England Primary School will ensure that:

- The policies and procedures relating to safeguarding and safer recruitment and adopted by the governing body are fully implemented and followed by all staff;
- Sufficient resources and time are allocated to enable the designated persons and other staff to discharge their responsibilities in relation to safeguarding, including taking part in strategy discussions and other inter-agency meetings and contributing to the assessment of children.

### **ADDITIONAL DETAILS**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff 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. The headteacher reserves the right to alter the content of this job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.