



Job Description

Post Title:	SENDCO – Extended Leadership Team
Grade:	Leadership Spine 8-12
Purpose:	<ul style="list-style-type: none">• To ensure that school is compliant with the SEND Code of Practice (2014) and other relevant statutory requirements.• To work with the SLT to ensure the implementation of the SEND Policy.• To be accountable for SEND student progress across the school. This will include being responsible for tracking the progress of students with SEND, using a wide range of school data relating to progress, attainment, referrals, exclusions and attendance to identify barriers to learning.• To ensure that the provision of SEND support is in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher.• To be responsible for maintaining the school's list of students with SEND, ensuring that it is up to date and presents an accurate record of student need across the school.• To ensure detailed profiles of all students with SEND are created and shared with other staff.• To work alongside the director of teaching and learning to ensure quality first teaching is embedded across the school.• To ensure the provision of an appropriately broad, balanced and relevant curriculum for students with SEND.• To effectively manage and deploy teaching, admin and support staff and financial and physical resources within the SEND team.• To be responsible for the management of examination access arrangements.• To provide a programme of SEND professional development, in consultation with the SLT, that ensures that all staff have the knowledge, skills and understanding to plan teaching and learning effectively and enable students with SEND to make expected progress.
Reporting to:	Senior Leadership Team (SLT) Link
Responsible for:	Teaching staff, admin assistants and other relevant personnel within the faculty.
Liaising with:	Head/SLT, Heads of Faculty, Pastoral staff, KS4 & KS5 curriculum leaders, relevant staff with cross-school responsibilities, external agencies and parents.

MAIN (CORE) DUTIES

Student Achievement	<ul style="list-style-type: none">• To ensure that there is high student achievement in all the courses across the school• To ensure that the faculties have appropriate systems in place for monitoring student progress and identifying underachievement.• To ensure that appropriate measures are taken to reduce underachievement in all courses offered across the school• To set targets for raising achievement amongst students with SEND• To work with the exam officer regarding exam concessions for students with SEND (if the candidate does not hold the qualification, be prepared to undergo training to enable them to do so).
Operational/ Strategic Planning	<ul style="list-style-type: none">• To work alongside SLT, Heads of Faculty and pastoral leaders to ensure that Quality First teaching strategies are embedded in teaching and learning within the school.

- To work with SLT, Heads of Faculty and teaching staff to ensure that strategies listed on student profiles are being used as part of the lesson planning process.
- To work with SLT and Heads of Faculty to ensure that SEND students are making effective levels of progress.
- To be responsible for the identification, assessment and completion of Access Arrangements for internal and external examinations. This includes organising training for readers and scribes and monitoring their practice, assessing students and liaising with parents, students and the exams officer.
- To have the day-to-day management, control and operation of literacy and numeracy intervention, including effective deployment of staff, physical resources and monitoring student progress.
- To work with Heads of Faculty to ensure that Teaching Assistants are deployed efficiently and effectively.
- To ensure that SEND admin staff are managed effectively.
- To ensure that Health and Safety policies and practices relating to SEND, including risk assessments, are in line with national requirements and updated in consultation with the Health and Safety manager.
- To work with teachers, Heads of Faculty and SLT to monitor and review the quality of teaching and learning with regard to SEND students.
- To be responsible for the Assess, Plan, Do, Review model is an integral part of planning and monitoring SEND provision.
- To be responsible for SEND provision mapping within the school.
- To be responsible for ensuring that the Annual Reviews are planned and carried out within set time scales and progress is reported to parents and the Local Authority.
- To promote, develop and co-ordinate all cross-phase links and effectively plan for students' transition.
- To ensure that the SEND action plan has clear aims and objectives, reflects the needs of SEND students and ties in with the school development plan, enabling on-going review and continuing improvement to take place.
- To ensure that the following policies are reviewed and updated regularly: examination access arrangements; Equal Opportunities; SEND and the SEND school offer.

Curriculum Provision:

- To liaise with the Deputy Headteacher and Director of Post 16 to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Development Plan.
- To support all staff to understand and fulfil their statutory responsibilities specified in the SEND Policy.
- To ensure that teaching staff have a clear understanding of how to manage, deploy and work with TAs within the classroom.
- To ensure that TAs have a clear understanding of how to work with teaching staff to enable students with SEND to make effective progress and work collaboratively to identify and remove potential barriers to achievement.
- To monitor and evaluate the impact of SEND provisions.
- To ensure that Quality First Teaching as an integral part of teaching and learning.

Staff Development:

- To work with the Director of Teaching and Learning to ensure that staff development needs are identified and that appropriate programmes are designed and delivered to meet such needs.
- To be responsible for the efficient and effective deployment of the team's staff.
- To undertake Performance Management Review(s) and to act as reviewer for a group of staff within the faculty.
- To participate in the interview process when required and to ensure effective induction of new staff in line with school procedures.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To participate in the school's ITT programme.
- To be responsible for the day-to-day management of the Personalised Learning Centre and act as a positive role model.

Faculty Self-Evaluation:

- To ensure there is thorough and on-going self-evaluation and review that is shared with link SLT and all documentation is completed by the end of the academic year and passed to the Headteacher.

- To establish the process of the setting of targets and to work towards their achievement.
- To establish common standards of practice and develop the effectiveness of teaching and learning styles in all subject areas.
- To contribute to the School procedures for lesson observation.
- To identify Faculty strengths and weaknesses and maintain the strengths and work on strategies to overcome weaknesses.

Management Information:

- To ensure the maintenance of accurate and up-to-date information concerning SEND students on the management information system.
- To make use of analysis and evaluate performance data provided.
- To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
- To produce reports on examination performance, including the use of value-added data.
- To provide the Governing Body with relevant information relating to the SEND provision within the school.

Communications:

- To ensure effective communication/consultation, as appropriate, with faculty members, SLT link, governors, students and parents.
- To liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies.
- To attend all appropriate meetings and ensure all information is communicated.

Marketing and Liaison:

- To contribute to the school liaison and marketing activities, e.g. the collection of material for the school newsletter, press releases, website etc.
- To lead the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events.
- To actively promote the development of effective subject links with external agencies.

Management of Resources:

- To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the SEND internal and external budget, acting as a cost centre holder, overseeing the requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.
- To ensure all staff in their area of responsibility comply with the school's Finance Policy.
- To timetable the allocation of support staff to meet student needs.

Pastoral System:

- To liaise with the school careers and specialist careers advisor regarding progression beyond KS4 for SEND and vulnerable students.
- To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensure that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- To support staff to ensure the Rewards and Behaviour Management system is implemented so that effective learning can take place.
- To provide input into the Pastoral curriculum of the school.

Teaching:

- To evaluate and monitor the progress of students and keep up-to-date student records as may be required.
- To contribute to the preparation of Action Plans and progress files and other reports.
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- To assess, monitor and teach students according to their individual needs.
- To provide written assessments, reports and references relating to SEND students when appropriate.
- To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff.

- To deliver high quality lessons.
- To maintain discipline in accordance with the School's behaviour policy and encourage good practice with regard to punctuality, behaviour, standards of work and homework.

Additional Duties:

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To ensure that appropriate transition planning is in place. This will include attending Year 9 Annual Review meetings, facilitating early visits for students, meeting with parents and feeder school staff and developing systems for gathering information. To make Senior Management aware of any specific needs which may be identified.
- To continue personal development.
- To undertake any other duty as specified within school teachers pay and conditions regulations.
- To show a record of excellent attendance and punctuality.

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.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition (as defined in the Equality Act 2010).

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