Morice Town Primary Academy

Job description: special educational needs & disabilities co-ordinator (SENDCo)

# Job details

**Job title: Special educational needs co-ordinator (SENDCo)**

**Salary:** MPS & SEND TLR

**Hours:** 0.6 , 3 day a week

**Contract type:** Permanent Part Time

**Reporting to:** the Executive Headteacher & Head of Schools

**Responsible for**: Teaching Assistants

# Main purpose

To lead high-quality SEN provision across both schools which enables high-quality teaching, excellent learning outcomes and success for all pupils. The SENDCO, under the direction of the executive headteacher, will:

* Determine the strategic development of special educational needs (SEN) policy and provision in the school
* Be responsible for day-to-day operation of the SEN policy and co-ordination of specific provision to support individual pupils with SEN or a disability
* Model effective teaching, and coach and train colleagues
* Provide professional guidance to colleagues, working closely with staff, parents and other agencies
* Undertake the Designated Teacher role for ‘Looked after Children’
* Keep all aspects of paperwork up to date
* Contribute to the development of whole-school policy where appropriate

The SENCO will also be expected to fulfil the professional responsibilities of a teacher, as set out in the School Teachers’ Pay and Conditions Document.

# Duties and responsibilities

Strategic development of SEN policy and provision

* Have a strategic overview of provision for pupils with SEN or a disability across the school, monitoring and reviewing the quality of provision
* Contribute to school self-evaluation, particularly with respect to provision for pupils with SEN or a disability
* Ensure the SEN policy is put into practice, and that the objectives of this policy are reflected in the school improvement plan
* Maintain an up-to-date knowledge of national and local initiatives which may affect the school’s policy and practice
* Advise and evaluate the effectiveness of the school’s delegated budget, and propose changes to make use of funding more effective

Operation of the SEN policy and co-ordination of provision

* Maintain an accurate SEND register and provision map
* Provide guidance, model teaching techniques, coach and train colleagues on teaching pupils with SEN or a disability, and advise on the graduated approach to SEN support
* Be aware of the provision in the local offer
* Work with early years providers, other schools, educational psychologists, health and social care professionals, and other external agencies
* Collate and write referrals to external agencies securing specialist support for the pupil as required
* Be a key point of contact for external agencies, and co-ordinate the work of visiting therapists
* Analyse assessment data for pupils with SEN or a disability identifying their progress and any barriers to their learning
* Implement, co-ordinate and lead intervention groups for pupils with SEN, and evaluate their effectiveness

Support for pupils with SEN or a disability

* Support class teachers to identify a pupil’s SEN
* Co-ordinate provision that meets the pupil’s needs, and monitor its effectiveness
* Ensure effective records are maintained and kept up to date
* Monitor and support staff in writing effective IEPs formulating SMART pupil targets with clear outcomes identified
* Review the education, health and care plan with parents or carers and the pupil
* Communicate regularly with parents or carers
* Co-ordinate professional meetings ,TAMs, EHATS and EHCPS as required to ensure effective planning for provision is undertaken
* Ensure that if the pupil transfers to another school, all relevant information is conveyed to it, and support a smooth enhanced transition for the pupil
* Promote the pupil’s inclusion in the school community and access to the curriculum, facilities and extra-curricular activities

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 school impact plan and whole-school policy
* Identify training needs for staff and how to meet these needs
* Lead INSET for staff
* Share procedural information, such as the school’s SEN policy
* Promote an ethos and culture that supports the school’s SEN policy and promotes good outcomes for pupils with SEN or a disability
* Lead and manage teaching assistants working with pupils with SEN or a disability
* Contribute to pupil progress meetings

The SENCO will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the SENCO will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the executive headteacher or head of School/s