



HOLY TRINITY

A Catholic and Church of England Voluntary Academy
St Clare Catholic Multi Academy Trust

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JOB DESCRIPTION

SENDCo

Grade L8 – L10

Responsible to Assistant Headteacher in charge Behaviour & SEND

Purpose of the Job

- To determine the strategic development of special educational needs (SEN) policy and provision in the school
- To 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
- To provide professional guidance to colleagues, working closely with staff, parents and other agencies
- To coordinate all relevant agencies to ensure that the needs of children with SEND are met, that barriers are reduced and that they are able to make progress in line with other children
- To model high expectations, challenge under-performance and support improvement
- Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document.

Key Tasks to Achieve Outcomes

- To ensure that the school meets statutory requirements in its responsibilities to pupils with SEND
- To maintain an accurate SEND register and provision map and oversee the maintenance of all documentation in relation to SEND
- To have a strategic overview of provision for pupils with SEN or a disability across the school, monitoring and reviewing the quality of provision
- To contribute to school self-evaluation with respect to provision for pupils with SEND
- To ensure the SEND policy is put into practice, and that the objectives of this policy are reflected in the school improvement plan
- To maintain an up-to-date knowledge of national and local initiatives which may affect the school's policy and practice
- To evaluate the effectiveness of the use of funding and implement strategies for improvement where necessary
- To promote the inclusion of pupils with SEND in the school community and access to the curriculum, facilities and extra-curricular activities
- To work effectively with all staff and other agencies to identify the specific needs of pupils with SEND



- To be the key point of contact for external agencies and to be fully aware of the provision in the local offer
- To monitor the effectiveness of provision and implement strategies for improvement
- To support all staff to develop high quality relationships with pupils with SEND to raise aspirations, motivation and engagement
- To ensure that staff are fully aware of the needs of pupils with SEND and of strategies to use to address these needs.
- To identify training needs for staff, lead training and team meetings and support and develop teaching staff and teaching assistants so that they can effectively meet the needs of pupils with SEND
- To work alongside the Deputy Headteacher to deploy staff to effectively support pupils with SEND
- To be responsible for the day-to-day management of SEND provision in relation to the effective deployment of resources to meet the needs of SEND pupils across all key stages
- To be responsible for the appraisal of the Assistant SENDCos and the SEND administrator and to oversee high quality appraisal for all teaching assistants
- To oversee and moderate Student Support Plans ensuring that they are appropriate for the needs of pupils with SEND
- To analyse the progress of pupils with SEND, intervening where necessary
- To maintain relationships with parents and other agencies for the benefit of pupils with SEND
- To liaise with the exams officer to ensure appropriate access arrangements are in place to support SEND students
- To liaise with colleagues across the school and in other schools to ensure smooth transition
- To work with Subject Leaders to raise standards across all subjects through targeted intervention for groups and individuals to overcome barriers to engagement and learning
- To be responsible for overseeing the work of the Primary Phase SEND leader.

Indicators of Performance

- Pupils with SEND make progress in line with their peers
- Statutory Requirements for pupils with SEND are met
- Pupil achievement and progress for SEND is in line with targets, using National and / or School data and where this is not the case there is evidence of effective intervention and progress during the year taking into account any limiting factors
- Teachers have effective strategies to overcome barriers to learning and gaps are closing
- Subject Leaders are confident that their teachers are meeting the needs of all pupils because of effective support from the SENDCo
- Parents are confident that their child's needs are being met by the school and that any difficulties are dealt with quickly and effectively

The Line Manager will evaluate the performance of the SENDCo by:

- Analysis of the results and outcomes for pupils with SEND across the range of provision
- Scrutiny of Student Support Plans
- Analysis of the results of pupils taught in the key stage across all subjects
- Observation of teaching and intervention activities
- Evaluation of pupil and parent voice through surveys and day to day interaction