

Millfield First & Nursery School



Job Description

Job Role	SENDCo
Location	Millfield First & Nursery School, Monks Walk, Buntingford, Hertfordshire, SG9 9DT
Hours	TBC
Reporting to	Headteacher
Pay grade	TBC dependent on experience includes SEND Allowance

Main Purpose

Fulfilling the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions document.
Meeting the expectations set out in the Teachers' Standards.

The SENDCo, under the direction of the headteacher, will:

- Determine the strategic development of Special Educational Needs and Disabilities (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 other agencies

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 & 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 School Development Plan (SDP)
- 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

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 early years providers, 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
- Analyse assessment data for pupils with SEND
- Implement and lead intervention groups for pupils with SEND, and evaluate their effectiveness

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
- Devise and review the education, health and care plan (EHCP) with parents or carers and, where applicable, 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 (Note: This role may include the role of designated teacher for LAC)

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 SDP and whole-school policy
- Identify training needs for staff and how to meet these needs
- Lead staff CPD, including INSETs
- 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
- Lead and manage teaching assistants (TAs) working with pupils with SEND
- Lead support 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

Person Specification

Qualifications and Training

- National Award for SEND Co-ordination/SENCo NPQ, or a willingness to complete the qualification within 3 years of appointment
- Qualified teacher status
- Degree

Experience

- Teaching experience
- Experience of working at a whole-school level
- Involvement in self-evaluation and development planning
- Experience of conducting training/leading INSETs

Skills and Knowledge

- Sound knowledge of the SEND Code of Practice
- Understanding of what makes 'quality first' teaching, and of effective intervention strategies
- Ability to plan and evaluate interventions
- Data analysis skills and the ability to use data to inform provision planning
- Effective communication and interpersonal skills
- Ability to build effective working relationships
- Ability to influence and negotiate

- Good record-keeping skills

Personal Qualities

The successful candidate **will have:**

- Commitment to promoting the ethos and values of the school
- Commitment to equal opportunities and securing good outcomes for pupils with SEND
- Ability to work under pressure and prioritise effectively
- Commitment to maintaining confidentiality at all times
- Commitment to safeguarding and equality
- Excellent verbal and written communication skills
- High expectations of self and a desire to maintain professional standards
- The ability to work as both part of a team and independently
- A commitment to supporting others
- The ability to maintain successful working relationships with colleagues
- High levels of drive, energy and integrity

The successful candidate **will be:**

- Committed to promoting high quality support for children.
- Dedicated to their professional development.
- Committed to contributing to the wider school and its community.
- Capable of successfully prioritising work.
- A good team player with the ability to also work using their own initiative.
- A creative thinker who is committed to developing pastoral support to meet children’s needs.
- A sensitive and understanding person.

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

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably requested, allocated or delegated to them by the Headteacher.

Job Description agreement

Role:	Signature:	Date:
SENDCo		
Headteacher		