

LIFE EDUCATION TRUST

JOB TITLE:	SENDCO
STATUS:	Permanent
GRADE:	MPR /UPR + SEN Allowance
HOURS:	9 Hours per week split over 2/3 days
RESPONSIBLE TO:	Executive Headteacher. Head of School

ROLE PURPOSE

- In addition to those professional responsibilities which are common to all teachers in our Trust, the post holder's key accountability will be for raising the standards of teaching, learning and attainment for all children in vulnerable and target groups attending our Academies.

ROLE PARTICULARS

- To discharge all duties in line with the standard terms of employment for teachers;
- To plan and prepare activities that challenge and meet the needs of all children in terms of local and national guidance as required;
- To record evaluate and monitor the progress of the students;
- To monitor the personal, social and emotional needs of the children and liaise with appropriate staff and agencies;
- To report any child protection issues to the relevant person;
- Attend CPD, staff meetings and all activities designated as within directed time;
- Other duties as designated by the line manager which fall within teacher's pay and conditions.

FURTHER PROFESSIONAL RESPONSIBILITIES

The post holder will be required to exercise his/her professional skills and judgment to carry out, in a collaborative manner, the professional duties set out below:

Making an impact on the educational progress of pupils beyond those directly assigned by:

- Developing common policy and practice;
- Developing common recording of progress and needs to ensure that SEND pupils make accelerated progress to closing the gap;
- Monitoring and evaluating identification systems and ensure that common criteria are applied across the curriculum;
- With the line manager, deploying the common SEND budget to enhance the provision provided;
- Liaising with the group Educational psychologist, EWO and site based SEND and inclusion leads to meet the widest needs of all SEND pupils;
- Developing programmes of CPD for both SEND designated and mainstream staff to ensure a shared understanding of needs and what is best practice;
- Ensuring that liaison with outside agencies impacts on students;
- Developing shared programmes and interventions to meet the needs of SEND pupils;
- Monitoring the day to day deployment of teaching and support staff to ensure SEND support closes the gap and enhances progress;
- With the Headteacher and line manager, ensuring that the SEND is managed on a day to day basis;
- Ensuring that assessment data is utilised to ensure achievement and progress of SEND pupils is at or above national expectations in our Trust;

- Ensuring that appropriate targets for individual pupils are monitored and lead to achievement that is at least in line with national expectations or those defined by IEPs or other relevant plans;
- Ensuring that assessment procedures accurately target the specific needs of vulnerable or targeted children and that programmes of study meet the needs of all children;
- Liaising with all curriculum leaders to ensure all programmes of study meet the needs of vulnerable groups;
- Taking a lead role in monitoring the quality of teaching and learning and sharing judgements with teachers and support staff as appropriate identifying key professional development needs ensuring that these are addressed through the provision of high quality coaching and mentoring.

OTHER DUTIES:

- Comply with any reasonable request, as appropriate, as required by the Director of Education, to undertake work of a similar level that is not specified in this job description
- To play an active role in the life of the school, upholding the values of the school and inspiring confidence in those values with the staff

This job description is current at the date shown, but, in consultation with you, may be changed by the Director of Education to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed: _____ (Executive Headteacher) Date: __/__/__

I acknowledge that I have seen and received a copy of the job description

Signed: _____ (Primary Sendco) Date: __/__/__