

Job Title	SENDCo
Salary Scale	Teacher Main Scale
Responsible to	Headteacher
Responsible for	SEN, Inclusion and Child Protection
Line managed by	Headteacher
Key Responsibilities:	
<ol style="list-style-type: none"> 1. To lead and manage the school’s provision for Special Educational Needs and Disabilities 2. Determine the strategic development of special educational needs (SEN) policy and provision in the school 3. 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 4. To work alongside classroom leaders to develop outstanding quality first teaching and learning which impacts on outcomes for pupils with SEND 5. To be one of the school’s Designated Safeguarding Leads 6. To be a member of the School Leadership Team and make a significant contribution to the strategic development and direction of the school 	
Duties:	
<p>The duties outlined in this job description are in addition to those covered by the latest School Teachers’ Pay and Conditions Document. They may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.</p>	
Generic Responsibilities (Leadership Team)	
<ol style="list-style-type: none"> 1. To lead by example and to express continually the vision, values, aims and priorities of the school 2. To contribute to management decisions on all aspects of policy, strategy, development and organisation 3. To evaluate the effectiveness of the school in terms of overall provision, including pupil achievement, attainment and teaching and learning in relation to SEND 4. To maintain and develop effective relationships with all stakeholders, including parents, governors, local authority and other bodies outside the school 5. To share responsibility for the school in the absence of the head, deputy and assistant headteacher as part of an SLT 6. To attend leadership team meetings as required and to report to staff and governors as necessary 	
Recording and Assessment	
<ol style="list-style-type: none"> 1. Set appropriately challenging targets for raising achievement among pupils with SEND 2. Identify, use, assess and review SEND assessment data 3. Enable early identification and intervention through assessment and observation within our EYFS 	

Executive Headteacher – Mrs A Lister

ST. MATTHEW’S C of E PRIMARY SCHOOL, Kentford Road, Bolton, BL1 2JL
T 01204 333005 E office@st-matthews.bolton.sch.uk W www.st-matthews.bolton.sch.uk



“Let all that you do be done with love.” 1 Corinthians 16:14

4. Through vigorous tracking, ensure the interventions within every year group meet the needs of all pupils with SEND
5. In collaboration with class teachers, support parents through meetings and structured conversations of their child's progress at key and regular intervals throughout the year
6. Create and maintain parent SEND groups within the school community

Training and Development

1. Deliver and share training and development opportunities within school and across partnerships
2. Induct new members of staff (including Newly Qualified Teachers) in relation to SEN and Safeguarding and support all staff with CPD
3. Attend courses/meetings and evaluate and report back to key staff on the essential issues
4. Support teachers and support staff to ensure they know the strengths and targets for all SEND pupils, that they use the strategies within statements/EHC plans, and the recommendations within the specialists' reports, in their planning for pupils with SEND
5. Audit, order, organise and allocate people resources throughout the school, keep an inventory and manage a budget
6. Assist class teachers with their termly parent meetings and in their communications with parents

Leadership

1. Play an active role in the Senior Leadership Team by contributing to the school development plan and whole-school policy
2. Lead the school on the 2015 SEND Code of Practice 0 – 25 years
3. Ensure all members of staff recognise and fulfil their statutory responsibilities to pupils with SEND and ensure all school staff understand their role in providing inclusive education
4. 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
5. Support teachers with children with SEND and EHCPs to meet individual needs and ensure all statutory paperwork is produced in good time. Where necessary, send reviews to the appropriate agencies
6. Monitor SEND children to ensure they are making at least expected, if not better progress each year
7. Lead SEN reviews on pupil progress to provide challenge and support to improve outcomes
8. Monitor the effectiveness of interventions delivered by teaching assistants/teachers and the impact they have on pupils when working with them in class
9. Participate in pupil progress meetings
10. To lead and performance manage the 1:1 support assistants
11. Develop productive partnerships with outside agencies and identify needs across the school for commissioning support, supported by excellent record keeping
12. Identify training needs for staff and how to meet these needs
13. Lead INSET for staff
14. Be involved in recruiting SEN support staff and monitor probationary periods
15. Lead return to work meetings for line managed staff
16. Prepare and review information the governing board is required to publish

Standards and Quality Assurance

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1. Support and promote the high aspirations, positive ethos and inclusive culture of the school to colleagues, governors, parents, children and members of the wider school community
2. Provide a key reference point in providing information and support for families of children with SEND
3. Support and promote all school policies and procedures, particularly those relating to child protection and safeguarding, equality, health and safety, confidentiality, behaviour, data protection and supporting pupils with medical needs
4. Liaise with Headteacher and SLT promptly following meetings regarding pupils and parents of the school, and maintain up to date records of any actions/outcomes resulting from meetings
5. Be aware of and support pupil differences, and ensure that all pupils have equal access to all school opportunities
6. To promote the general progress and well-being of individual pupils throughout the school
7. To provide advice and guidance to pupils and parents on educational, emotional and social matters, in line with school policies
8. Attend and participate fully in school events, e.g. open evenings, parental workshops and pupil performances
9. Attend and contribute to staff meetings and SLT meetings
10. Develop strong links with governors and other schools within our local partnerships

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