Little Lever School

be kind | work hard | take responsibility

'Helping every person achieve things they never thought they could'

JOB DESCRIPTION

Job Title	**SENDCO**
Status	PERMANENT
Pay Range	**L8-L10**
Hours of Work	As directed by the School Teachers Pay and Conditions Document (STPCD).
Primary Purpose of the Job and	• The SENDCo, with the support of senior staff, will ensure that the Academy presents a fully inclusive environment where no child is disadvantaged because of a special educational need, disability or medical condition. • To lead, manage and maintain high quality SEND provision which enables quality first teaching, excellent learning outcomes and a feeling of success for all pupils • To have line management responsibilities for those directly supporting children with Special Educational Needs • To liaise with professionals from outside agencies to secure the best care and outcomes for pupils • Modelling the vision and values of the academy • Promoting and safeguarding the welfare of children and young people
Responsible to	Senior Leader: DEEP Support / DEEP Learning

Main duties and responsibilities:

- The professional duties of teachers are set out in the School Teachers Pay and Conditions Document and describe the duties required by all teachers
- To be a member of the senior leadership team

Important Attributes:

- To deliver a strategic direction for the development and evaluation of SEND provision
- To provide advice, support and training to all staff in order to ensure that the statutory responsibilities to pupils with SEND are met
- To keep up to date with new legislation, research and initiatives in order to promote best practice and compliance
- To promote inclusion and achievement for all pupils

- Liaise with other professionals and lead/attend Local Authority Panel meetings, CP, LAC, CIN meetings where necessary
- To lead and direct on strategies for students with complex needs
- Effectively implement the principles and statutory elements of the SEND code of practice across the academy.
- To be responsible for all aspects of pupils with SEND education and welfare in the Academy to enable them to participate as members of the Academy
- To contribute ensuring that SEND is represented in whole school polices, procedures and development planning
- Provide specialist advice and support to pupils with SEND and their families
- To monitor that the Academy is following DfE guidelines and statutory responsibilities through quality assurance of additional support guidance for national statutory tests and assessments
- To monitor and evaluate the impact of support and intervention for individual pupils ensuring that any behaviour care plans, personalised timetables, phased curriculums and reasonable adjustments are both appropriate and effective
- Provide specialist advice, guidance and support to the Academy leaders and al staff within the Academy
- Deliver specialist training to parents, educational providers and professionals from other agencies to promote inclusive practice
- Network with parents, voluntary organisations and other services/agencies to ensure information is effectively and appropriately shared
- Contribute advice and support in the process of early identification, assessment and provision in line with eth SEND Code of Practice
- Monitor the effectiveness of teaching and learning through observation, talking to children and obtaining data. Then by providing effective feedback, support and advice, raise both the standards and expectations of the pupils.
- Research, develop and share best practice with respect to inclusion and raising attainment within specialist area
- Ensure a fair and consistent approach is used throughout the Academy in order to generate a positive unified SEND ethos
- Advise on access to specialist equipment and resources and be responsible for requesting orders for specialist equipment ensuring that all specialist equipment supplied is properly maintained and correctly used.
- Engage in own professional development, updating knowledge and skills relating to educational issues and contribute to in-service events and professional development of others. Thereby ensuring that any development undertaken helps to meet the needs of pupils with SEND
- Provide information to the Principal about the effectiveness of SEND provision and further requirements if needed
- Prepare advice and information materials for parents, staff and other agencies
- Co-ordinate and plan SEND reviews and EHC annual reviews
- Support in the co-ordination of the deployment of teaching assistants in order to ensure an appropriate learning environment
- To provide day to day supervision of teaching assistants, and to assist in the delivery of specific training
- Contribute to weekly Vulnerable RAG meetings
- Ensure that confidentiality and security of information relating to the work in this area is safeguarded

Additional Responsibilities:

- To play an appropriate role in child protection procedures such as relating relevant factual information and recording / reporting disclosures to the designated teacher / relevant professional
- To provide regular feedback about students to appropriate colleagues
- Take responsibility for upholding the standards of behaviour in the Academy
- Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with
- To comply with the academy's policies and procedures at all times
- To act as Fire Warden and/or First Aider as directed by the Principal
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation
- Dealing with any immediate problems or emergencies according to the Academy's policies and procedures
- Respecting confidential issues linked to home/students/teacher/Academy work
- To comply with the Academy's Child Safeguarding Procedures, including regular liaison with the Academy's Designated Child Safeguarding Person over any safeguarding issues or concerns

This job description may be amended at any time following discussions between the Principal and the post holder and will be reviewed annually as part of the school self-review programme.

Date Job Description prepared/updated	November 2024
Job Description prepared by	Mr D Mckeon