

JOB DESCRIPTION

Start date: April 2023	Job Title: SENDCo
Purpose of Role	<ul style="list-style-type: none"> • To inspire, motivate and challenge through the detailed planning and delivery of high-quality learning experiences leading to good progress and outcomes for all pupils. • To manage behaviour effectively to ensure a good and safe learning environment and high-quality pastoral support. Promote personal development and the welfare of pupils. • To fulfil the wider professional responsibilities of being a teacher, through supporting policies & initiatives and as detailed within the Teachers' Standards as set out by the DfE. • To take a lead role with Safeguarding across the academy. • Ensure that students are offered the best opportunities to maximise pupil development and outcomes in line with their strengths, needs and provision outlined in their EHCPs • Work with other SENDCos in the Trust to develop and consistently apply key SEND processes, ensuring effective and efficient use of funding • Support and develop colleagues in order that they can use the SEND processes in the Trust to accurately contribute to the EHCP processes, including developing the evidence bases for Top Ups. • Co-ordinate the Annual Review process and Top-Up applications in order that there is sufficient funding to meet the needs of students as outlined in their EHCPs • Lead as the designated teacher for children in care
Responsible To:	<ul style="list-style-type: none"> • Headteacher
Salary Grade	MPG/UPS + SEN 1 plus TLR2.3
Main Duties	<ul style="list-style-type: none"> • To set high standards of personal habits and professional conduct and to encourage these in other staff. • To represent the Academy in a positive way at appropriate LA partnership meetings promoting the strategic development of the Academy with the LA provision plan. <p>Lead SEND Responsibilities;</p> <ul style="list-style-type: none"> • Ensure that the Academy carries out its statutory responsibilities regarding all students. • Support all staff in understanding the needs of SEND pupils. • Support departmental developments of SEND provision. • Analyse and interpret relevant Academy, local and national data. • Liaise with staff, parents, external agencies and other Academies to co-ordinate their contribution, provide maximum support and ensure continuity of provision. • Work with staff to develop effective ways of bridging barriers to learning through assessment of needs monitoring of teaching quality and pupil achievement, target setting, Provision Maps, PSP, keeping accurate records. • Collect and interpret specialist assessment data to inform practice. • Work with the Head Teacher, teachers, Heads of School and pastoral staff to ensure that there are high and realistic expectations of pupils. • Be DSL Trained and take a lead role in safeguarding pupils and liaising with staff, and relevant agencies/multi professionals.

- Develop SEND provision following audits as part of the Academy development plan
- Have a thorough knowledge of the emotional and academic progress of Children in Care, in order to be the academy lead in PEP processes and allocation of any PEP funding needs
- Maintain an up-to-date knowledge of national and local initiatives regarding SEND
- Ensure relevant funding from Local Authorities to support the implementation of provision outlined in EHCPs and to evaluate the effective use of such funding

Lead Managerial Responsibilities;

- Contribute to the Academy Self-Evaluation (SEF), Academy Development Plan (ADP) and implement the Trust's special education needs (SEND) policy and provision in the Academy
- To support the day-to-day organisation of the academy and to ensure that all Academy guidelines and procedures are followed.
- To create an ethos in which individuals, pupils and staff, feel valued and where personal endeavour and responsibility are fostered.
- To ensure that children are always engaged in safe, healthy activities in a environment that is rich and colourful and designed to promote enjoyment and excitement in learning.
- To participate in the appointment of all teachers and learning facilitators and where appropriate, non-teaching staff, to ensure levels of performance necessary to achieve the agreed aims and objectives of the Academy, within the overall aim of providing outstanding teaching and learning.
- To lead, motivate, encourage and counsel teaching and, where appropriate, non-teaching staff, to ensure that they have access to regular advice, education and training appropriate to the needs of the Academy and to their stage of development.
- To provide regular supervision and the setting of performance management targets to ensure the professional development of all teachers and, as appropriate, members of support teams.
- To share with the Head Teacher and Full Leadership Team the task of implementing successive Academy Improvement Plans.
- Support the performance management process for SEND teachers and Learning Facilitators.
- Advise on and contribute to the professional development of staff, including whole Academy INSET provision.
- Provide regular information to the Head Teacher and governing body on the evaluation of SEND provision.
- Work with the Head Teacher and Governors to ensure the Trust meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements
- To liaise with Local Authority representatives regarding SEND practice, systems and provision
- To ensure that appropriate funding is in place to allow the implementation of any SEND provision that falls outside of the school 'core offer'
- To ensure that the school is compliant with the SEN Code of Practice and is fulfilling the requirements of individual EHCPs by monitoring whole school systems, observing lessons, liaising with other staff and tracking progress data against key indicators
- Be responsible for day-to-day co-ordination of specific provision to support individual pupils with SEND

- Monitor the provision for Children in Care, developing the skill set of staff, where needed, to ensure the specific needs of this group are understood and catered for
- Guide colleagues, working closely with staff, parents, and other agencies regarding pupils SEND needs
- Prepare and review information the governing board/ Trustees are required to publish
- Identify training needs for staff and how to meet these needs
- Undertake line management responsibility for staff supporting interventions
- To ensure the SEND Report is up-to-date and accurate
- To work with curriculum leaders to ensure that EHCP objectives can be met through the delivery of the school's curriculum
- Take responsibility for their own professional development

Monitoring Duties;

- To share with the Headteacher the task of Academy Self Evaluation and development.
- To ensure that all procedures and statutory obligations concerning Health and Safety at Work are satisfied, specifically in regard to the education and delivery of teaching and learning across the Academy.
- To ensure the maintenance of high standards of care of the Academy environment, including the grounds, buildings, furniture, equipment and learning materials.
- Attend and lead Annual Reviews to help facilitate continuity and progression through the development of a transition programme.
- Exercise a key role in assisting the Head Teacher and governors with the strategic development of SEND policy / provision.
- Monitor progress towards targets for pupils.

Parents, Academy Councillors and External Contacts;

- To encourage and develop positive co-operation between the home and the Academy.
- To ensure that families are properly advised of their child's progress and to keep them informed of curriculum developments.
- To ensure all statutory elements of the Academy web-site and other key areas of communication to parents and other agencies are fully met and up-to-date.
- To develop and maintain effective relationships with the community, and other agencies.
- To liaise closely with members of the LA support team when appropriate and to receive and host, as necessary, professional and lay visitors to the Academy.

Professional Standards:

- Support the aims of the Academy to promote a positive and aspirational learning environment.
- To treat all pupils fairly, consistently and without prejudice.
- Promote equality of opportunity and an acceptance of diversity, tackling the use of derogatory or aggressive language and challenging stereotyping and prejudice-based bullying.
- Set a good example to students in terms of appropriate dress, standards of punctuality, attendance and conduct.
- Promote the aims of the Academy by attending and participating in appropriate events, e.g. Open Evenings, Options Evenings etc.
- Support the ethos, policies and code of conduct for the Academy.

- Take responsibility for own professional development and participate in staff training when provided.
- Reflect on own practice as well as the practices of the Academy as part of Academy self-evaluation.
- Participate in the management of Academy by attending various team and staff meetings.
- Ensure that all deadlines are met as published in the Academy calendar.
- Be proactive and take responsibility for matters relating CP, Safeguarding and health and safety.
- All duties in the job description may be varied to meet the changing demands of the Academy at the reasonable direction of line manager and the Headteacher and are reviewed annually. This job description indicates the way the post holder is expected and required to perform and complete the duties as set out.

General Accountabilities

- So far as reasonably practicable, the post holder must ensure that safe working practices are adopted by employees, and in premises / work areas for which the post holder is responsible, to maintain a safe working environment for employees and service users. These are defined in Learn@MAT policies and codes of practice.
- Work in compliance with the Codes of Conduct, Regulations and policies of Learn@MAT and its commitment to equal opportunities.
- Ensure that output and quality of work is of a high standard and complies with current legislation / standards.

Please Note: The appointee will be expected to fulfil any reasonable tasks appropriate to the post title and as delegated by the Headteacher.