**Shiplake CE Primary School**

**Job description: Special Educational Needs and Disabilities Co-ordinator (SENDCO)**

**Job details**

**Job title: Special Educational Needs and Disabilities Co-ordinator (SENDCO)**

**Salary:** TMS

**Hours:** 1 day per week (0.2fte)

**Contract type:** Part-time - 1 year contract in first instance

**Reporting to:** The Headteacher

**Main purpose**

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

Determine the strategic development of special educational needs and disability (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 SEN or a disability

Provide professional guidance to colleagues, working closely with staff, parents and other agencies

The SENDCO will also be expected to fulfil the professional responsibilities of a teacher, as set out in the School Teachers’ Pay and Conditions Document.

**Duties and responsibilities**

**Strategic development of SEND policy and provision**

Have a strategic overview of provision for pupils with SEN or a disability across the school, monitoring and reviewing the quality of provision

Contribute to school self-evaluation, particularly with respect to provision for pupils with SEN or a disability

Ensure the SEND policy is put into practice, and that the objectives of this policy are reflected in the school improvement plan

Maintain an up-to-date knowledge of national and local initiatives which may affect the school’s policy and practice

Evaluate whether funding is being used effectively, and propose 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 SEN or a disability, 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

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 SEN or a disability

Implement and lead intervention groups as appropriate for pupils with SEND, and evaluate their effectiveness

**Support for pupils with SEN or a disability**

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

Review the education, health and care plan with parents or carers and the pupil

Communicate regularly with parents or carers

Ensure that if the pupil transfers to another school, all relevant information is conveyed to it, 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 ‘children we care for’, where these pupils have SEN or a disability

**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 school improvement plan and whole-school policy as appropriate

Identify training needs for staff and how to meet these needs

Lead INSET for staff, if required

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 SEN or a disability

Liaise with teaching assistants working with pupils with SEN or a disability

The SENDCO will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

**Person specification – Special Educational Needs and Disabilities Co-ordinator**

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| criteria | qualities |
| **Qualifications  and training** | Qualified teacher status [note: this is a requirement under the SEND Code of Practice]  National Award for SEND Co-ordination, or a willingness to complete it within 3 years of appointment [note: this is a requirement under the SEND Code of Practice]  Degree  Add any other qualifications needed |
| **Experience** | Teaching experience  Experience of working at a whole-school level  Involvement in self-evaluation and development planning  Experience of conducting training/leading INSET |
| **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** | Commitment to getting the best outcomes for pupils and promoting the ethos and values of the school  Commitment to equal opportunities and securing good outcomes for pupils with SEN or a disability  Ability to work under pressure and prioritise effectively  Commitment to maintaining confidentiality at all times  Commitment to safeguarding and equality |

**Notes:**

This job description may be amended at any time in consultation with the postholder.

**Last review date:** April 2021  
**Next review date:** April 2022

**Headteacher/line manager’s signature: Date:**

**Postholder’s signature:** **Date :**