



Kelmscott School

"Putting Learning First"

SENDCo

Responsibility point: TLR 1B

Reporting to: Headteacher

Main purpose:

To provide strategic leadership of the provision for students with special educational needs and disabilities (SEND) across the school in order to ensure that these students make excellent progress, and to ensure that paperwork relating to students with SEND meets statutory requirements.

Job Content:

- To promote and develop inclusive learning and teaching throughout the School.
- To act as the School's SENDCO
- To ensure that the identified learning needs of all SEND students are provided for.
- To provide leadership in the development and management of the teaching and learning of students with SEND needs.
- To plan strategically for SEND and inclusion
- To play a major role in:
 - Formulating the aims and objectives of the school where SEND students are involved
 - Establishing policies related to SEND students
 - Managing staff and resources related to the SEND department
- To develop and coordinate targeted programmes of support for SEND students at risk of permanent exclusion
- To raise the standards of student attainment and achievement for students identified as SEND
- To monitor and support student progress across learning development and inclusion
- To be accountable for student progress and development for students identified as SEND
- To monitor and support students with SEND
- To coordinate services and agencies to provide seamless support for students
- To manage and deploy effectively teaching and support staff, financial and physical resources in order to support teaching and learning for students with SEND
- Establish good working relationships with staff, students and parents/carers

Generic and Teaching:

- To teach as directed by the Headteacher ensuring the modelling of good practice.
- To undertake the professional duties and responsibilities of a middle leader as set out in the current school 'Teachers Pay and Conditions' document.

Main Areas of Responsibility:

- To ensure that Education and Health Care Plans (EHCPs) and other relevant documentation relating to students with SEND are regularly reviewed with students, parents and other agencies, and recommendations made, are implemented.
- To ensure that exam concessions for students with SEND are carried out and implemented.
- Ensure that the senior leadership team and governing body are informed about current good practice and legislation relating to SEN and inclusion and that policies and practices relating to SEND are up to date.

- To provide a model of excellent classroom practice through whole class and support teaching
- To identify and adopt the most effective teaching approaches for students with particular needs
- To monitor the effectiveness of teaching and learning activities to meet the needs of all students
- To help create and maintain an effective and exciting environment for learning
- To liaise with other schools to ensure continuity of support and learning when transferring students with particular needs
- To liaise with students, parents/carers, outside agencies to ensure effective provision
- To maintain the SEND Register and liaise with external agencies, as necessary
- To set targets for raising the achievement for specific students
- To maintain and develop systems for identifying, assessing and reviewing provision and progress
- To monitor and evaluate the effectiveness of provision for identified groups of students, including internal and external alternative packages
- To develop understanding amongst staff of learning needs and the importance of raising achievement among students with SEND
- To disseminate good practice across the school
- To oversee effective tracking of students with SEND
- To observe teaching and learning across the whole school and feedback to colleagues with a particular focus on SEND students
- To ensure that Personal Evacuation Plans are maintained, communicated and revised as necessary

Safeguarding:

- A requirement to safeguard and promote the welfare of children and young people.
- To lead staff and teams in ensuring students are safe and happy in school.

Achievement and Progress:

- To analyse, interpret and evaluate data to track students' progress and carry out appropriate interventions to address underperformance in relation to teaching and learning for SEND
- To develop systems and interventions to drive forward attainment in SEND

Teaching and Learning:

- To enable and ensure the highest of standards in all lessons
- To lead whole school training with regard to SEND provision
- To work with teams to ensure that there is high quality provision for all students
- To mentor individual teachers and teaching assistants who require development and training
- To promote and secure exemplary standards of student conduct, discipline and dress
- To provide opportunities for effective pastoral care which supports outstanding achievement

Other Professional Requirements and Accountabilities:

- To establish and maintain effective working relationships with professional colleagues especially Heads of Department and Heads of Year, in order to develop cross-curricular links and a creative approach to learning
- To establish effective relationships with parents/carers and inform them of developments and practices relating to SEND
- To participate in meetings with professional colleagues and parents/carers in respect of the duties and responsibilities of the post
- To be aware of the need to take responsibility for one's own professional development
- To play a full part in the life of the School Community, to support its distinctive mission and ethos and to encourage staff and students to follow this example
- To undertake any other duties as specified by the Headteacher

PERSON SPECIFICATION

Qualifications	Essential	Desirable
Qualified teacher status in secondary education	✓	
NASENCO or evidence of readiness to start NASENCO (statutory requirement)		✓
Further specialist qualification in an aspect of SEN e.g. ASD, SpLD		✓
Experience	Essential	Desirable
Proven record of leadership and SEN experience	✓	
Proven record of successful organisation and administration	✓	
Experience of managing change effectively	✓	
Experience of working in more than one secondary school		✓
Evidence of raising achievement	✓	
Experience of working with parents and carers to support their children's learning	✓	
Evidence of the ability to challenge underperformance and hold staff to account	✓	
Experience of successful planning and implementation.	✓	
Knowledge and experience of a range of curriculum areas		✓
Knowledge	Essential	Desirable
Knowledge of current education issues relating to inclusion and SEND	✓	
Knowledge of current curriculum issues to inclusion and SEND	✓	
The ability to analyse and interpret data	✓	
An understanding of how SEND students learn and the ability to differentiate lessons to address their needs	✓	
Skills and Attributes	Essential	Desirable
Good communication and presentation skills	✓	
Is able to motivate students and staff	✓	
A commitment to the belief that every child deserves the best possible education	✓	
Ability to work calmly under pressure	✓	
An optimistic outlook	✓	
A capacity for hard work	✓	
An ability to be flexible and use appropriate leadership styles for the situation	✓	
The ability to inspire, challenge and motivate others	✓	
Someone with integrity and the highest professional standards	✓	
An ability to think strategically	✓	
Excellent attendance and punctuality record	✓	
Skills and Attributes... continued	Essential	Desirable
The ability to problem solve	✓	
A commitment to safeguarding and the welfare of students	✓	
An ability to self-reflect and act upon that reflection	✓	
An ability to make firm decisions and take responsibility for those discussions.	✓	
A commitment to equality of opportunity	✓	
Ability to hold staff to account	✓	