

Meanwood CE Primary School



Open Hearts, Open Minds, Open Arms.

“Love one another as I have loved you” (John 15:12).

Job title:	SENDCo	
Reports to:	Headteacher	
Scale:	MPS/UP + SEND point	Contract: Permanent Hours: 0.4 – 2 days a week or equivalent)
Key Purpose: <ul style="list-style-type: none"> To support the strategic direction of SEND provision. Have oversight of the day-to-day operation of the SEND policy with the aim of providing high aspirations and raising SEND pupil outcomes. 		
Main Responsibilities and Duties: <ul style="list-style-type: none"> To be responsible for the education and pastoral needs of pupils in accordance with the contractual obligations of the current ‘School Teachers’ Pay and Conditions Document’ (see class teacher job description); To ensure that the role of the SENDCo is carried out effectively in accordance with statutory guidance and best practice; To be one of the designated safeguarding leads; Lead, develop and manage inclusive practice throughout the school. Providing learning and emotional support for families and children. 		
General Duties: <ul style="list-style-type: none"> To have due regard to the requirements of the National Curriculum and the National Standards for Teachers and SENDCo; To have due regard and understanding of the requirements of the SEND Code of Practice; To manage and evaluate the outcomes of provision mapping, intervention programmes and support for children with Special Educational Needs ; To liaise and work with external agencies to secure high quality outcomes for children; To take responsibility for leadership of Inclusion To lead and line-manage teaching assistants supporting pupils with SEND. To be the first line of communication for parents and carers who have children with SEND or emotional needs or are going through the identification process. 		
Strategic Development: <ul style="list-style-type: none"> To contribute to the discussion of the school’s aims and policies and participate in the implementation of policies, plans, targets and practices. Plan and assess pupils’ learning using knowledge of school policies, and broader curriculum requirements. To play an active role in ensuring that school policies and practices are adhered to throughout all Key Stages. In partnership with the leadership team, monitor and evaluate the quality of teaching and learning in relation to SEND. Help others to evaluate the impact of their teaching on pupil progress and support / advise practitioners on inclusive, impactful strategies in relation to SEND 		

<ul style="list-style-type: none"> • Ensure that the Head Teacher is informed about policies, plans, priorities and targets for SEND and that these are included in the school development plan.
<p>Teaching and Learning:</p> <p>To monitor and support the achievement of children with SEND</p> <ul style="list-style-type: none"> • To monitor data for groups of children with SEND • To support teachers with the personalised teaching and learning provision to meet the needs of individual children or groups with SEND. <p>To secure and sustain effective teaching for individuals and groups of children with SEND</p> <ul style="list-style-type: none"> • To be an outstanding inclusion practitioner who knows and understands how pupils learn. • To be a champion of high quality teaching first and learning and use this to support and challenge others. • To offer support and guidance to assist collaborative planning linked with a programme of monitoring and evaluation linked to children in vulnerable groups and SEND priorities. <p>Special Educational Needs and Disabilities</p> <ul style="list-style-type: none"> • To ensure that agreed record keeping is established and maintained; • To ensure policies and procedures in relation to SEND are up to date; • To ensure that review meetings are planned and carried out as necessary • To be available to support parents as required; • To liaise with outside agencies as required; • Keep up to date with relevant developments in the area of SEND to ensure these are reflected in the school policies and procedures.
<p>Leading and Managing Staff:</p> <ul style="list-style-type: none"> • To lead, manage and work collaboratively with pupils and, as appropriate, with other adults and colleagues. • To line-manage teaching assistants and individual support assistants supporting children with SEND, carrying out day-to-day performance management and ensuring that CPD needs are addressed. • Carry out performance appraisal in line with agreed policy and procedure. • Provide high quality professional development regarding SEND to staff, as required. <p>Deployment of Staff and Resources:</p> <ul style="list-style-type: none"> • To develop, monitor and control resources within the teaching area. • Establish resource needs for the school and advise the head teacher of priorities for expenditure and allocate resources effectively. • Support the deployment of SEND support staff effectively and take a line-management role as required.
<p>Other responsibilities relative to this Role are:</p> <ul style="list-style-type: none"> • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace. • Proactively promote and demonstrate Meanwood CE Primary's vision and values in all aspects of work. • Ensure that all duties and services provided are in accordance with the school's Equality Policy.
<p>The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills and grade.</p>

Details and emphasis are subject to amendment and revision in the light of the changing needs of Meanwood CE Primary School. This will always be in consultation with the post holder and any additional training needs identified and discussed with the post holder's line manager.

Meanwood CE Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This post is exempt from the Rehabilitation of Offenders Act (1974). The amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website.