



## Dereham Church of England Junior Academy SENDCo Job Description 2020-21

Name:  
Post: SENDCo (Designated LAC Teacher and Alternate Safeguarding Lead)  
Date agreed: October 2020

Headteacher:  
Pay Scale: MPS/UPR + £3,000-4,000 pro rata SEN allowance  
Review date: October 2021

### General Duties

- To carry out the professional duties set out in Part 7 of the 'School teachers' pay and conditions document 2018' DfE
- To carry out the professional duties set out in the 'Teachers' Standards' DfE – July 2011
- To be responsible to the Headteacher or, in her absence, the Deputy Headteacher.
- To lead, manage, develop and maintain high quality SEND provision which enables high quality teaching and support across the school.

The particular duties assigned to this post are set out below. These may be reviewed and amended in consultation with the post holder in the light of any changes/priorities identified within the school. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

### Status of the post

This is a senior post which carries the title of SENDCo and is part of the academy's Senior Leadership Team (SLT).

As a staff member at our academy it is expected you will be a model of the academy's core values at all times and be proactive in promoting these values and the wider vision throughout the school community.

### SENDCo responsibilities

***The SENDCo is responsible for:***

***Leading inclusion and intervention alongside pastoral workers and the SLT to:***

- Contribute to a positive ethos in which all pupils have access to a broad, balanced and relevant curriculum
- Support all staff in understanding the needs of SEND pupils
- Devise and promote plans to ensure the needs of pupils with SEND are met and that they are reflected in the Single Change Plan and SEND Action Plan
- Regularly monitor progress against targets for pupils with SEND from teachers' plans, evaluate the effectiveness of teaching and learning by work analysis and use these analyses to guide future improvements
- Analyse and interpret relevant school, local and national information relating to pupils with SEND and advise the head teacher on the level of resources required to maximise achievement
- Liaise with staff, parents, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of educational provision for pupils with SEND
- Develop partnerships with parents to ensure their views are considered and acted upon appropriately



- Ensure that pupils with SEND are enabled to share their views and that these are acted upon appropriately
- Ensure that all policy documentation, EHCP applications and reviews and provision mapping is completed in a timely manner
- To deliver the school's SEN policy
- To monitor and evaluate the quality of teaching of interventions of students with SEND
- To monitor the effectiveness of intervention for students with SEN by outcome

***To develop the quality of teaching and learning for SEND pupils by:***

- Supporting the identification of, and disseminating the most effective teaching approaches for pupils with SEND
- Collecting and interpreting specialist assessment data on SEND to inform practice
- Monitoring the use of resources, teaching activities and target setting and overseeing progress of pupils with SEND
- Ensuring that improvement priorities outlined in the Single Change Plan are implemented, and be responsible for the outcomes and reaching the milestones detailed therein
- Ensure clear information about provision for SEND children is updated on the school website
- Supporting staff in meetings with parents of pupils with SEND

***Effectively leading and managing staff to:***

- Achieve constructive working relationships and establish opportunities for the SENCO, support assistants and other teachers to review the needs, progress and targets of pupils with SEND
- Provide regular information to Senior Leadership Team (SLT) and governors on the effectiveness of SEND provision and outcomes
- Advise and contribute to all aspects of SEND training to ensure the professional development of staff providing at least termly CPD for teachers through staff meetings or year group meetings as required.
- Alongside the Deputy Head Teacher be responsible for the Appraisals of allocated support staff.

### **School Leadership Responsibilities**

As part of the Senior Leadership Team, it is expected that you lead on **SEND** across the school and support the **Safeguarding Team** in the effectiveness of Safeguarding arrangements and procedures across the school.

As an integral member of the **Safeguarding Team and Designated Teacher for Looked After Children** it is expected you will work in collaboration with the team to support the development of Safeguarding arrangements and practice across the school. In doing this you will:

- Ensure that new staff are effectively inducted to understand the expectations, systems and procedures for Safeguarding arrangements in our school
- Take a lead on the organisation of and representing the school at PEP meetings and funding requests for Looked After Children
- Support staff working with LAC to take an active role in the drawing up of targets for LAC children and ensure they work towards achieving these.
- Liaise with social workers as required for our LAC.
- Support the Safeguarding Team to ensure staff are confident in using TASC/CURA for reporting Safeguarding concerns.
- Signpost staff to relevant training/reading to support identified areas for development



- Undertake appropriate training and keep staff up to date with relevant information and knowledge
- Be keenly aware of the responsibility for safeguarding children and to support the application of the Safeguarding policy within the school working with the Safeguarding Lead as appropriate
- Comply with the school's Safeguarding Policy in order to ensure the welfare of children
- To support safeguarding issues relating to SEND students and ensure that the safeguarding lead is informed of concerns
- To lead on the monitoring of SEND student progress, safety and support for students on the safeguarding register
- To lead on the provision to guidance of SEND students on safe guarding and safe practices
- To liaise with outside agencies as appropriate, including playing a lead role in Child in Need meetings for SEND pupils.

### **Class Teacher Responsibilities**

Although you are not currently classroom based, you will be expected to adhere to the Teachers Standards where relevant to your role and:

- Implement agreed school policies and guidelines
- Support initiatives decided by the Headteacher and staff
- Be able to set clear targets, based on prior attainment, for pupils' learning
- Achieve targets set by the SLT during performance management objective setting
- Work with other school leaders to track the progress of individual children and intervene where pupils are not making progress
- Ensure that SEND pupils are 'tracked' closely and supported through targeted intervention in order to 'diminish the difference' between them and non-Pupil Premium children
- Keep appropriate and efficient records
- Report to parents on the development, progress and attainment of pupils alongside class teachers
- Promote the school's code of conduct amongst pupils, in accordance with the school's behaviour policy
- Participate in meetings which relate to the school's management, curriculum, administration or organisation
- Communicate and co-operate with specialists from outside agencies
- Make effective use of IT to enhance learning and teaching
- Lead, organise and direct support staff within the classroom under agreement with class teachers/year group leads
- Participate in the performance management system for the appraisal of their own performance.

This role description will be reviewed at the beginning of the academic year 2021.

Signature of Teacher:

Signature of Line Manager: