Chesterton CE Primary School
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Headteacher: Mr Rory Gratwohl

SENDCo JOB DESCRIPTION
Pay Scale: MPS 4 – UPS 3

PURPOSE OF ROLE

To provide professional leadership and management of SEND, ensuring high-quality provision, strong professional practice and the best possible outcomes for all pupils with SEND.

TEACHING, LEARNING AND PUPIL OUTCOMES

- Ensure high-quality learning experiences for all SEND pupils across the school
- Monitor and evaluate the progress and attainment of SEND pupils, reporting regularly to the Leadership Team and Governors
- Implement and update policies and practices that reflect the school's commitment to high achievement and effective teaching and learning
- Promote an inclusive learning culture, supporting staff to develop confidence and positive attitudes towards SEND
- Work with the Leadership Team to support behaviour management, taking account of pupils' personal, social and emotional needs
- Identify priorities for improvement and contribute to the School Development Plan
- Support teachers and TAs to develop their practice, including planning, assessment, intervention and adaptive teaching
- Model high-quality teaching and intervention practice
- Mentor or coach teachers or TAs when required
- Ensure assessment, reporting, record-keeping and tracking systems are implemented consistently and updated in line with statutory requirements
- Ensure parents are well informed about their child's needs, provision and progress
- Review and reflect on the effectiveness of provision to secure the best outcomes for pupils
- Provide emergency teaching cover if required (no regular teaching commitment)

LEADERSHIP AND MANAGEMENT

- Serve as a key member of the Leadership Team
- Act as the champion for SEND pupils across the school
- Lead, manage and collaborate effectively with staff, pupils and colleagues
- Monitor the quality and impact of specialist provisions and interventions to ensure they maximise pupil progress
- Lead and manage TAs, including recruitment, deployment, performance development and CPD
- Support TAs to develop strong subject knowledge and effective intervention practice
- Keep the SEND register up to date
- Maintain effective communication with all stakeholders, including the Local Authority and external agencies
- Provide support in safeguarding meetings involving SEND pupils
- Lead CPD in areas of SEND responsibility when required

- Promote early identification and consistent high-quality provision for SEND pupils across the school
- Plan collaboratively with teachers, sharing expertise and information
- Build strong relationships with parents to support learning and development
- Manage annual reviews and EHCP applications
- Lead parent meetings for SEND pupils and those with additional barriers to learning
- Ensure all SEND-related information on the school website is accurate and up to date
- Ensure statutory SEND duties are met in a timely and compliant manner
- Work with the Leadership Team to plan the effective deployment of TAs across the school
- Lead SEND self-evaluation and contribute to the SEF, School Development Plan, inclusion strategy and continuous improvement of inclusion practice

EFFICIENT AND EFFECTIVE DEPLOYMENT OF RESOURCES

- Maintain a stimulating, safe and well-organised learning environment appropriate for SEND provision
- Ensure resources are well organised, accessible and used effectively to promote learning
- Ensure resources are used efficiently, effectively and safely
- Contribute to managing the SEND budget

INCLUSION

- Demonstrate a commitment to transforming the life chances of all pupils
- Promote inclusivity and ensure that all pupils feel valued, supported and able to succeed

SAFEGUARDING

- Attend safeguarding meetings involving SEND pupils when required
- Contribute to a positive, robust safeguarding culture
- Ensure safeguarding remains a priority in all aspects of SEND and inclusion work

HEALTH AND SAFETY

- Take reasonable care of personal health and safety and that of colleagues
- Cooperate with the school in meeting health and safety duties
- Use equipment safely and appropriately
- Undertake first aid training when required

PROFESSIONAL CONDUCT

- Maintain the highest standards of confidentiality and professional conduct
- Promote a collaborative culture demonstrating loyalty, integrity and professionalism
- Adhere to the school's dress code and staff code of conduct
- Maintain professional behaviour in and beyond school, including online
- Demonstrate high standards of timekeeping
- Work within and actively promote all school policies
- Support the school's vision, values and ethos
- Undertake break/lunch duties or worships when required
- Comply with reasonable requests to undertake work not explicitly listed in the job description

Signature of post holder: _____ **Date / /**

Signature of headteacher: _____ **Date / /**

