



St Kenelm's School



Wenrisc Drive
Minster Lovell
Witney
Oxon OX29 0SP

T/F: 01993 775394
E: office.3125@st-kenelms.oxon.sch.uk
Headteacher: Mrs C Souch

SENDCO Job Description

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Purpose of the role:

The SENDCO will work as part of the Senior Leadership Team to lead the SEND provision across the school. This will include:

Teaching and learning

- Identify and model the most effective teaching approaches for pupils with SEND
- Monitor teaching and learning activities to meet the needs of pupils with SEND
- Liaise with other schools to ensure continuity of support and learning when transferring pupils with SEND

Recording and assessment

- Collect and interpret assessment data
- Set up and maintain systems for identifying, assessing and reviewing SEND
- Update the Headteacher and governing body on the effectiveness of provision for pupils with SEND
- Develop understanding of learning needs and the importance of raising achievement among pupils
- Keep parents informed about their child's progress
- Arrange parent and pupil interviews when necessary
- Liaise appropriately with, children, inter-agency support, staff and parents
- Arrange the assessment of pupils identified as having SEND
- Support the teachers to administer the SEND reviews where necessary
- Ensure staff are fully aware of all SEND information pertaining to a pupil within their class/group with the exception of confidential Child Protection information
- Oversee the management of the pupil profile and tracking system
- Provide training opportunities for teaching assistants and other teachers to learn about SEND
- Disseminate good practice in SEND across the school
- Identify resources needed to meet the needs of pupils with SEND and advise the head teacher of priorities for expenditure



Nurturing each and all. Guiding, Trusting, Inspiring and Celebrating.





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Standards and quality assurance

- Support the aims and ethos of the school
- Participate in staff training
- Attend team and staff meetings
- Develop links with governors, the local authority and partnership schools

Support Staff Development

- Keep up to date with the developments within SEND/Inclusion and disseminate information to other staff
- Set a personal example in the teaching of SEND and lead and develop the teaching practice of others advising on teaching methods, materials, planning and organisation
- Work with LA staff as required
- Support staff in the writing and implementation of plans for pupils with SEND
- Identify training needs relating to SEND

Resource Management

- Identify resource priorities
- Oversee the requisition, auditing and monitoring of all SEND resources
- Oversee the maintenance and storage of all SEND resources

Safeguarding (Deputy Designated Safeguarding Lead)

- Act as Deputy Designated Safeguarding Lead (DDSL), supporting the Designated Safeguarding Lead in ensuring robust safeguarding and child protection practices
- Help ensure that safeguarding policies and procedures are up to date and consistently implemented
- Respond appropriately to safeguarding concerns, making referrals and working with external agencies where required
- Promote a strong culture of safeguarding and child protection across the school
- Ensure accurate, confidential record keeping related to safeguarding
- Keep up to date with safeguarding legislation, statutory guidance and local procedures

This is a non-teaching role.



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