

SENDCo / Inclusion Manager

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.

Teaching and learning

1. Identify and model the most effective teaching approaches for pupils with SEND
2. Monitor teaching and learning activities to meet the needs of pupils with SEND
3. Liaise with other schools to ensure continuity of support and learning when transferring pupils with SEND
4. Raise standards of individual pupil achievement and ensure that good attainment is maintained by providing a model of high-quality teaching
5. Keep yourself fully appraised and aware of educational and other appropriate developments whether national or local, and assess their impact on the school

Recording and assessment

1. Collect and interpret specialist assessment data
2. Set up and maintain systems for identifying, assessing and reviewing SEND
3. Maintain a register of children with specific needs identifying provision being made
4. Update the Headteacher and Governing Body on the effectiveness of provision for pupils with SEND
5. Develop understanding of learning needs and the importance of raising achievement among pupils
6. Keep parents informed about their child's progress
7. Arrange parent and pupil interviews when necessary
8. Liaise appropriately with, children, inter-agency support, staff and parents
9. Lead TAF / EHA reviews as required
10. Arrange the assessment of pupils identified as having SEND
11. Support the teachers to administer the SEND reviews where necessary
12. 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
13. Oversee the provisional management of the pupil profile and tracking

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(All administration duties to be carried out in line with the school guidelines for the 25 tasks that teachers will not undertake)

Leadership

1. Encourage all members of staff to recognise and fulfil their statutory responsibilities to pupils with SEND
2. Help lead and manage the creation and implementation of the school strategic plan which identifies priorities and targets for ensuring pupils achieve high standards and make progress, increasing teachers' effectiveness and securing school improvement and to take responsibility for appropriately delegated aspects of it
3. Conduct performance management reviews for support staff
4. Provide training opportunities for teaching assistants and other teachers to learn about SEND
5. Disseminate good practice in SEND across the school
6. Identify resources needed to meet the needs of pupils with SEND and advise the head teacher of priorities for expenditure
7. Support the evaluation of the effectiveness of the school's policies and developments and analyse their impact on pupils who have special educational need

Standards and quality assurance

1. Be a member of the Senior Leadership Team (SLT)
2. Ensure the effective and proficient use of pupil data from a variety of sources, both internal and external, in the process of target setting
3. Support the aims and ethos of the school
4. Refer a child for Statutory Assessment and collecting the necessary evidence, to show that the child concerned has significant needs and that the school has done all that it could reasonably expected to do to meet the child's needs
5. Carrying out annual and interim reviews of EHCP children. In doing this the SENDCo must obey the legal requirements for running the meetings and sending minutes to those concerned
6. Participate in staff training
7. Attend team and staff meetings when appropriate
8. Develop links with governors, the local authority and partnership schools

Support Staff Development

1. Keep up to date with the developments within SEND/Inclusion and disseminate information to other staff
2. 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
3. Work with LA staff as required

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4. Help pastoral staff to devise, run and monitor any Pastoral Support Programmes e.g. SEMH programme
5. Support staff in the writing and implementation of plans for pupils with SEND
6. Identify training needs relating to SEND
7. Ensure all planning reflects SEND, children in receipt of Free School Meals and incorporates appropriate adaptations

Resource Management

1. Identify resources needed to meet the needs of pupils with special educational needs and advise the head teacher of priorities for expenditure
2. Oversee the purchase of resources for which funds have been allocated within the SEND budget
3. Oversee the requisition, auditing and monitoring of all SEND resources
4. Oversee the maintenance and storage of all SEND resources