



St John's Gosport C of E (VA) Primary School

Grove Road, Gosport, Hampshire PO12 4JH
www.st-johns-gosport.hants.sch.uk
adminoffice@st-johns-gosport.hants.sch.uk

Headteacher: Mrs Carolyn Wilkinson

Telephone: 02392 582404

SENDCO

Job Description and Job Specification

Job title: Special educational needs co-ordinator (SENDCO)

Salary: MPR/UPR depending on experience + relevant TLR

Hours: 0.8 FTE (flexible)

Contract type: Part time

Reporting to: Headteacher

Responsible for:

Main purpose

The SENDCO, under the direction of the headteacher, will:

- Determine the strategic development of special educational needs and disability (SEND) policy and provision in the school
- Be responsible for day-to-day operation of the SEND policy and co-ordination of specific provision to support individual pupils with SEND
- Provide professional guidance to colleagues, working closely with staff, parents and other agencies
- The SENDCO will be expected to fulfil the responsibilities of a teacher, as set out in the STPCD

Duties and responsibilities

Strategic development of SEND policy and provision

- Have a strategic overview of provision for pupils with SEND across the school, monitoring and reviewing the quality of provision
- Contribute to school self-evaluation, particularly with respect to provision for pupils with SEND
- Make sure the SEND policy is put into practice and its objectives are reflected in the school improvement plan (SIP)
- Maintain up-to-date knowledge of national and local initiatives that may affect the school's policy and practice
- Evaluate whether funding is being used effectively, and suggest changes to make use of funding more effective



“Give us faith, fun and friendship as we learn, love and fly”



St John's Gosport C of E (VA) Primary School

Grove Road, Gosport, Hampshire PO12 4JH
www.st-johns-gosport.hants.sch.uk
adminoffice@st-johns-gosport.hants.sch.uk

Headteacher: Mrs Carolyn Wilkinson

Telephone: 02392 582404

Operation of the SEND policy and co-ordination of provision

- › Maintain an accurate SEND register and provision map
- › Provide guidance to colleagues on teaching pupils with SEND, and advise on the graduated approach to SEND support
- › Advise on the use of the school's budget and other resources to meet pupils' needs effectively, including staff deployment
- › Liaise with the School Business Manager to create financial provision maps for children to ensure that correct funding is obtained from the local authority
- › Be aware of the provision in the local offer
- › Work with early years providers, other schools, educational psychologists, health and social care professionals and other external agencies
- › Be a key point of contact for external agencies, especially the local authority (LA)
- › Analyse assessment data for pupils with SEND
- › Implement and lead intervention groups for pupils with SEND, and evaluate their effectiveness

Support for pupils with SEND

- › Identify a pupil's SEND
- › Co-ordinate provision that meets the pupil's needs, and monitor its effectiveness
- › Secure relevant services for the pupil
- › Ensure records are maintained and kept up to date
- › Review the education, health and care plan (EHCP) with parents or carers and the pupil
- › Communicate regularly with parents or carers
- › Ensure if the pupil transfers to another school, all relevant information is conveyed to it, and support a smooth transition for the pupil
- › Promote the pupil's inclusion in the school community and access to the curriculum, facilities and extra-curricular activities
- › Work with the designated teacher for looked-after children, where a looked-after pupil has SEND



“Give us faith, fun and friendship as we learn, love and fly”



St John's Gosport C of E (VA) Primary School

Grove Road, Gosport, Hampshire PO12 4JH
www.st-johns-gosport.hants.sch.uk
adminoffice@st-johns-gosport.hants.sch.uk

Headteacher: Mrs Carolyn Wilkinson

Telephone: 02392 582404

Leadership and management

- › Work with the headteacher and governors to ensure the school meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements
- › Prepare and review information the governing board is required to publish
- › Contribute to the school improvement plan and whole-school policy
- › Identify training needs for staff and how to meet these needs
- › Lead INSET for staff
- › Share procedural information, such as the school's SEND policy
- › Promote an ethos and culture that supports the school's SEND policy and promotes good outcomes for pupils with SEND or a disability

Currently the role does not involve line management. Should this change in the future:

- › Lead and manage teaching assistants (TAs) working with pupils with SEND
- › Lead staff appraisals and produce appraisal reports
- › Review staff performance on an ongoing basis

Other areas of responsibility

The SENDCO will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

The postholder may be required to do other duties appropriate to the level of the role, as directed by the Inclusion Lead/ Headteacher



“Give us faith, fun and friendship as we learn, love and fly”



St John's Gosport C of E (VA) Primary School

Grove Road, Gosport, Hampshire PO12 4JH
www.st-johns-gosport.hants.sch.uk
adminoffice@st-johns-gosport.hants.sch.uk

Headteacher: Mrs Carolyn Wilkinson

Telephone: 02392 582404

Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> ➤ Qualified teacher status [note: this is a requirement under the SEND Code of Practice] ➤ National Award for SENDCo, or a willingness to complete it within 3 years of appointment [note: this is a requirement under the SEND Code of Practice] ➤ Degree
Experience	<ul style="list-style-type: none"> ➤ Teaching experience ➤ Experience of working at a whole-school level ➤ Involvement in self-evaluation and development planning ➤ Experience of conducting training/leading INSET
Skills and knowledge	<ul style="list-style-type: none"> ➤ Sound knowledge of the SEND Code of Practice ➤ Understanding of what makes 'quality first' teaching, and of effective intervention strategies ➤ Ability to plan and evaluate interventions ➤ Data analysis skills and the ability to use data to inform provision planning ➤ Effective communication and interpersonal skills ➤ Ability to build effective working relationships ➤ Ability to influence and negotiate ➤ Good record-keeping skills
Personal qualities	<ul style="list-style-type: none"> ➤ Commitment to getting the best outcomes for pupils and promoting the ethos and values of the school ➤ Commitment to equal opportunities and securing good outcomes for pupils with SEND ➤ Ability to work under pressure and prioritise effectively ➤ Commitment to maintaining confidentiality at all times ➤ Commitment to safeguarding and equality

This job description may be amended at any time in consultation with the postholder.



“Give us faith, fun and friendship as we learn, love and fly”