



JOB DESCRIPTION

POST: SENDCo

GRADE: MPS/UPS + SENDCo allowance

RESPONSIBLE TO: Head of School

Robert Blair School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Purpose of the Job: -

To take the lead in the delivery, development and evaluation of SEND provision in the school and to oversee the day-to-day operation of the school's SEND policy.

All teachers are subject to the conditions of employment set out annually in the School Teachers' Pay and Conditions document.

Principle Responsibility Areas: -

- Strategic Lead for SEND across the school
- Ensure all statutory obligations related to SEND are met.
- Be a role model of excellent teaching practice
- Provide staff, senior leaders and governors with professional guidance in the area of SEND, in order to secure high quality teaching and effective use of resources to bring about improved standards of achievement for all SEND students.
- Monitor and evaluate the effectiveness of SEND provision across the school
- Work in close partnership with the Pastoral Care Manager, Assistant Head teacher and leaders at all levels across the school in order to support inclusive practice across the school
- Identify relevant school improvement issues
- Co-ordinate CPD needs and opportunities
- Lead the SEND team
- Keep up to date with knowledge of national and local initiatives and how they impact upon policy and practice
- Liaise effectively with external agencies and parents

As a member of the Leadership Team: -

- Lead assemblies when requested.
 - To deputise for other members of the Leadership Team when requested.
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Person Specification

Qualifications: -

- Qualified teacher status
- SEND qualification (desirable)
- Evidence of CPD/further professional development

Experience: -

- Qualified teacher status with a minimum of 4 years' experience in a primary and/or Early Years setting
- Experience of leading a team
- Experience of setting targets and monitoring; evaluating and recording progress
- Experience of raising attainment of all pupils in a classroom environment
- Experience of working with children with a wide range of SEND
- Experience of liaising effectively with practitioners, external agencies and parents
- Experience of delivering training to other teachers

Knowledge and understanding of:

- The National Curriculum, the EYFS framework and relevant assessment approaches
- The SEND Code of practice and its practical application of strategies for meeting the needs of SEND children in a mainstream setting.
- Planning and implementing effective provision for children with SEND, including the monitoring, assessment recording and reporting of children's progress.
- The positive links necessary within school and with all its stakeholders.
- How to further develop professional skills and knowledge across the setting.
- How to use IT effectively

Personal qualities: -

- Organised and resourceful
 - Committed and resilient
 - Approachable and empathetic
 - A good communicator
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