

## **The Federation of Boldmere Schools**

**JOB DESCRIPTION:** Special Educational Needs and Disabilities Coordinator (SENDCo)

### **Job Purpose:**

The SENDCo will be responsible for the strategic development and day-to-day operation of the school's SEND policy and provision. They will work collaboratively with staff, parents, and external agencies to ensure that pupils with SEND receive the support they need to thrive academically, socially, and emotionally.

### **Key Responsibilities:**

#### **Strategic Leadership:**

- Develop, implement, and review the school's SEND policy and procedures, ensuring compliance with relevant legislation and guidance (e.g., the SEND Code of Practice).
- Lead and manage the school's SEND provision, including the allocation of resources and support.
- Monitor and evaluate the effectiveness of SEND provision, using data to inform school improvement.
- Contribute to the school's overall strategic planning and development.
- Keep up to date with Local and National policies relating to SEND and the SEND Code of Practice.
- Ensure the efficient and effective management of budgets and resources to ensure best value.

#### **Assessment and Identification:**

- Oversee the identification and assessment of pupils with SEND, working in partnership with teachers, parents, and external agencies.
- Ensure that accurate and up-to-date records are maintained for all pupils with SEND.
- Coordinate the use of appropriate assessment tools and strategies including the analysis of relevant data to ensure curriculum goals are achieved.

#### **Provision and Support:**

- Develop and implement individual learning plans / support plans for pupils with SEND.
- Provide guidance and support to teachers and teaching assistants on effective strategies for supporting pupils with SEND.
- Coordinate and deliver training for staff on SEND issues.
- Liaise with external agencies, such as educational psychologists, speech and language therapists, and occupational therapists.
- Alongside other school leaders, manage and deploy teaching assistants effectively.

#### **Communication and Collaboration:**

- Build strong relationships with parents and carers, providing regular updates on their child's progress.
- Communicate effectively with all stakeholders, including staff, governors, and external agencies.
- Promote a culture of inclusion and collaboration across the school.
- Organise and lead review meetings, working in collaboration with teachers and parents in identifying progression against targets.

**In addition, the post holder will also be required to undertake a teaching commitment as determined by the needs of the school.**

This job description should be followed in conjunction with the statutory **Professional DfE Teachers' Standards in England (September 2012)** As such, the DfE teaching standards summarised below

### **Preamble**

Teachers make the education of their pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct. Teachers act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills as teachers up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interest of their pupils.

### **Part One: Teaching**

A teacher must:

1. Set high expectations which inspire, motivate and challenge pupils.
2. Promote good progress and outcomes by pupils.
3. Demonstrate good subject and curriculum knowledge.
4. Plan and teach well structured lessons.
5. Adapt teaching to respond to the strengths and needs of all pupils.
6. Make accurate and productive use of assessment.
7. Manage behaviour effectively to ensure a good and safe learning environment.
8. Fulfil wider professional responsibilities.

### **Part Two: Personal and professional conduct**

A teacher is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher's career.

- Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school.
- Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.
- Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.