



Watling
LOWER SCHOOL

JOB DESCRIPTION

Job Title: SENDCO MPS/UPS

Line Manager: Headteacher

Job Purpose: To co-ordinate and lead the teaching and support of the children with special educational needs and disabilities in the school.

Responsible For: Intervention TAs

This job description is solely for the specific tasks and duties in relation to the SENDCO role. The general Job Description of a teacher outlines the expectations of a class teacher.

Leading the school's SEND provision:

- To sustain and develop the school's inclusive nature.
- Support staff in developing effective support for children in their classrooms.
- Advocate for children and their families to receive the best support the school is able to provide.
- In partnership with the SLT and governors, set the school's overall SEND policy and strategic aims, completing an annual self-evaluation and action plan.
- Report to the SLT and Governing Body on standards and progress for children with SEND.

Administrative Responsibilities:

- Coordinate and monitor the support plans, their implementation and evaluation for all the pupils with SEND including those with an EHCP.
- Organise, prepare and conduct the annual reviews for children with an EHCP and coordinate the SEND plan review meetings between teachers and parents.
- Prepare referral forms and any other documents required, e.g. provision maps for the referral of children to sources of external support, e.g. outreach support, speech and language referrals.
- To liaise with the Central Bedfordshire SEND team and Early Years SEND team, plus other local services such as the Educational Psychology Service, Learning Support Service, Speech and Language Therapy Service, in the assessment of support needs for children with SEND.
- Support the admission of new children with SEND including liaising with parents and other professionals; managing transport arrangements where applicable; and, if required, visits to other schools, the Edwin Lobo Centre or home visits as part of the transition arrangements.



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Delivering for children with SEND:

- Lead the identification of children with special educational needs: making use of relevant assessments in-school and referring for external support as required.
- Monitor the provision for SEND pupils within the school including the implementation and review of SEND support plans;
- Manage and analyse the program of intervention and support for pupils with SEND to ensure effectiveness;
- Provide advice and support to staff in all aspects of the SEND provision of the school;
- Foster a cohesive team approach with a positive view of inclusion;
- Manage the implementation of new initiatives with careful consideration to the CPD required for staff and effective monitoring to allow a thorough evaluation;
- Keep up-to-date with relevant changes in legislation, new educational research and other advances in educational practice in relation to SEND and disseminate to staff;
- Maintain and enhance our current provision of sensory areas and activities for children.

Responsibilities In Relation To Support Staff:

- Manage the support staff in delivering SEND interventions including timetabling, monitoring the implementation and ensuring high standards of delivery;
- Oversee some support staff appraisal and CPD.