



## THE MOUNT STEWART SCHOOLS SENDCO Job Description

<b>Job Title</b>	SENDCO
<b>School</b>	The Mount Stewart Federation
<b>Grade</b>	Teacher pay scale - dependent on experience
<b>Reports to</b>	Deputy Headteacher
<b>Staffing Responsibility</b>	LSA's & Support Staff

### Job Purpose:

The purpose of the SENDCO role is to serve as an outstanding leader and practitioner dedicated to ensuring the effective teaching and learning of children with Special Educational Needs and Disabilities (SEND) across the school. This role entails the comprehensive management of the school's SEND provision, ensuring compliance with the Code of Practice, and overseeing the support for students with additional educational needs. The SENDCO will spearhead the coordination, monitoring, and enhancement of SEND support, aligning it with national and local guidelines, our school's SEND policy, and the local SEND offer. As an exceptional communicator, the SENDCO will establish and maintain highly effective communication channels among teachers and support staff, fostering a collaborative environment to elevate attainment and achievement levels for all students while closely tracking and facilitating the progress of students with SEND.

### Duties and Responsibilities:

#### Inclusion and Intervention:

- Manage all aspects of inclusion and intervention for pupils with additional educational needs.
- Provide strategic leadership for the development and management of SEND provision.
- Identify improvement areas linked to the school development plan and national/local initiatives.
- Model effective strategies for teaching and inclusion.
- Collaborative Teaching and Support
- Adaptive Planning and Teaching Support

#### Teaching Functions:

- Plan and implement learning activities for SEN pupils.
- Maintain and assess records in line with school policies.
- Promote positive behaviour and high standards of learning.
- Monitor and report on pupil progress to parents/carers.
- Attend to the pastoral needs of pupils, promoting well-being and social-emotional development.

**Leadership Functions:**

- Develop and monitor the School Policy for SEND.
- Contribute to and monitor the implementation of the Federation Improvement Plan for SEND.
- Coordinate the provision for children with EHC Plans and ensure SEN support for targeted pupils.
- Manage the SEN, EAL, and more able registers and interpret assessment data to inform interventions.
- Liaise with external agencies, manage specialist teachers, and provide staff training on inclusive practices.

**Safeguarding Responsibilities:**

- **Deputy Designated Safeguarding Lead (DSL)**, be instrumental in supporting the lead DSL in managing and ensuring the effectiveness of safeguarding policies and procedures, providing a safe and secure environment for all students by responding promptly to any safeguarding concerns, and promoting the welfare of children within the school community.
- **Collaboration with DSL:** Actively collaborate with the Designated Safeguarding Lead (DSL) on all matters related to child protection and safeguarding within the school, ensuring a unified and effective approach to maintaining a safe educational environment for all students.
- Ensure that all staff know and follow the school's safeguarding policies and procedures.
- Train staff on safeguarding and child protection issues and updates.
- Refer cases of suspected abuse to local authority children's social care as required.
- Work with staff to support children at risk or who have a protection plan.

**General:**

- The role is subject to the current conditions of employment for teachers, requiring Qualified Teacher Status and adherence to other relevant legislation.
- This job description may be amended following discussions between the Headteacher and the staff member.

**Qualifications and Experience:**

- Qualified Teacher Status (QTS) with extensive teaching experience.
- Proven experience in SEND coordination and a thorough understanding of SEND legislation and guidelines.
- Training and experience as a Designated Safeguarding Lead.
- Excellent leadership, communication, and interpersonal skills.
- Commitment to continuous professional development.

**Desirable Experience**

- Demonstrated experience working with students who have English as an Additional Language (EAL), effectively supporting their linguistic and academic development.
- Proven track record of effectively utilizing Pupil Premium Grant (PPG) funds to raise the achievement levels of underprivileged students.
- Solid understanding and involvement in initiatives related to the Rights Respecting Schools Award (RRSA), promoting children's rights and wellbeing.
- Previous experience in collaborating with Learning Support Assistants (LSAs), maximizing their impact on student learning and support.
- Experience in reporting to school governors, providing clear and comprehensive updates on student progress, program effectiveness, and strategic initiatives.
- A history of positive engagement with parents, working closely to support student achievement and address any concerns, fostering a strong school-community relationship

This job description outlines the primary duties and responsibilities of the SENDCO with DSL safeguarding duties. The role is critical in ensuring the effective inclusion, progress, and safety of pupils with additional needs. The post holder may also be required to undertake other reasonable duties as directed by the Headteacher.

<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• <b>ICT Proficiency:</b> Demonstrable expertise in ICT systems, including Word, PowerPoint, Excel, SIMS (School Information Management System)</li> <li>• <b>Safeguarding and Prevent Training:</b> Completion of Level 3 Safeguarding and Prevent training,</li> </ul>	<p><b>Competencies</b></p> <ul style="list-style-type: none"> <li>• <b>Planning and Organising:</b> Exceptional ability to plan, prioritise, and organise tasks and projects efficiently, ensuring timely completion of responsibilities while maintaining high standards of work.</li> <li>• <b>Communication Skills:</b> Excellent written and verbal communication skills, enabling clear and effective exchange of information with staff, students, and external parties.</li> <li>• <b>Listening:</b> Strong, active listening skills, fostering effective communication, understanding diverse perspectives, and responding appropriately to the needs and concerns of others.</li> <li>• <b>Detail Handling:</b> A meticulous approach to handling details, ensuring accuracy and thoroughness in all tasks and documentation.</li> <li>• <b>Team Working:</b> Proven ability to work collaboratively within a team, contributing positively to team operations and working relationships, and achieving shared goals.</li> <li>• <b>Problem-solving:</b> Innovative and analytical problem-solving skills, with the ability to identify issues, analyse information, and implement effective solutions in a timely manner.</li> </ul>
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*This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Brent Council's pre-employment checks.*

*This role will be reviewed annually as part of the performance appraisal process.*

*The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.*