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| **POST TITLE: SENDCo** |
| **OVERALL PURPOSE OF THE POST** |
| The Conditions of Employment for Teachers as shown in the current School Teachers Pay and Conditions document sets out the professional duties and responsibilities of all teachers other than Headteachers.  The SENDCo, with support from Leadership Team, will take responsibility for the day-to-day operation of provision made by the academy for students with SEND and will provide professional guidance in the areas of SEND in order to secure high quality teaching and the effective use of resources to bring about improved standards of achievement and progress for all students.  The post-holder is responsible to the Principal in all matters.  The following is the description of the additional duties and responsibilities attached to this post. |
| **MAIN DUTIES AND RESPONSIBILITIES** |
| 1. **SPECIFIC RESPONSIBILITIES:**  * To ensure that all staff recognise the importance of planning their lessons in ways that will be inclusive for all learners * To actively collaborate with subject leaders, to ensure that the learning of all students is given equal propriety, and that available resources are used efficiently and effectively in support of this purpose * To support, guide and motivate colleagues, particularly in disseminating examples of effective practice in relation to students with SEND * To work with staff, parents/carers, the Local Governing Body and other agencies to co-ordinate the implementation of the SEND policy ensuring that the name of any student identified as a cause for concern, is entered on the SEND register and then is appropriately followed through in terms of the Code of Practice suggested procedures * To keep the Principal and other colleagues as appropriate, informed of the operation and review of the SEND policy, ensuring the website documentation for SEND is current * To develop effective working relationships with parents and carers * To develop and implement the SEND policy in order to raise achievement and improve the quality of education for all * To attend LA and ACET SENDCo meetings, and other meetings when required which secure inclusion for students. * To monitor the supervision of students during lunchtime, ensuring students remain safe and have an identified place of safety if required * To become a member of the academy’s safeguarding team and work closely with appropriate external agencies  1. **STRATEGIC DIRECTION & DEVELOPMENT OF SEND PROVISION**  * To contribute effectively to the development of a positive ethos for raising attainment and the successful inclusion of all SEND students * To support staff in understanding the learning needs of students with SEND and the importance of raising their achievements * To develop and maintain effective systems to identify and meet individual needs that are well co-ordinated, monitored, evaluated and reviewed * To monitor to progress made in setting objectives and targets for students with SEND   and assist in the evaluation of the effectiveness of teaching and learning and use the analysis to maximise the achievements of students with SEND   * To analyse and interpret relevant information, local and academy data, plus research and inspection evidence to inform the SEND policy, practices, expectations, targets and teaching methods * To oversee and continue to develop the nurture provision for our most vulnerable students within key stages 3 and 4  1. **TEACHING AND LEARNING**   Key Accountabilities (reviewed annually):  To ensure positive progression for students with SEND by:   * Consulting, engaging and communicating with colleagues, parents / carers and students to enhance learning and achievement * Monitoring, reviewing and evaluating provision for SEND students through statutory annual reviews. * Drawing on external sources of expertise to support progression of vulnerable students. * Working in a collaborative, multi-agency way following statutory legislation and guidance * Informing staff and parents/carers of planned strategies to give mainstream access for students with SEND * Supporting the provision mapping process within the academy for SEND working alongside the ACET SENDCo * Inducting, supporting, training and monitoring staff new to the faculty |
| **OTHER** |
| All ACET staff are expected to:   * Appropriately maintain the confidentiality of the working environment; * Promote and support the aims, ethos and vision of the academy/trust; * To comply with all ACET policies and procedures; * To comply with all statutory guidance as relevant for their role, including the Health and Safety at Work Act 1974; * Work in a flexible manner, undertaking any reasonable duties commensurate with the salary and grade of the post. * Work in other ACET academies, as required (with travel payment if appropriate).   *The purpose of this job profile is to provide an overview of the duties and responsibilities involved in this role, however it is not intended to be exhaustive. In consultation with the post holder, this profile may be reviewed and could be subject to change during the course of employment.* |

ACET is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.