**Job Description: SENDCO**

**Reporting to:** Head of School

**Start date:**  September 2024

**Salary:** MPS/UPS + SEN Allowance (depending on experience)

**The Role**

This is an exciting opportunity to join the leadership team in further developing our inclusive culture and practice. The successful candidate will work closely with the SLT, leading on the strategic direction, development and coordination of SEND and inclusion for all pupils so that they are able to make rapid progress in line with the academy’s expectations. Teaching responsibilities may include small, targeted groups, alongside modelling great practice in classroom teaching, planning and preparation, feedback and assessment for children with SEND. The successful candidate will also lead and support staff in achieving best practice for children with SEND, enabling all children to thrive and achieve their very best.

**Key Responsibilities**

* Strategic direction and development of SEND, EAL and inclusive provision including CLA
* Ensure all members of staff recognise and fulfil their statutory responsibilities for children with SEND and ensure they understand their roles and the changes under the SEND Code of Practice.
* Ensure early identification and support for children with additional needs for literacy, numeracy, speech, language and communication, SEMH and EAL
* Support the development of high achieving classrooms which support and foster the

achievement of children with SEND

* Ensure the most effective use of school resources, including people resources, to support children with SEND
* Monitor the impact of teaching, learning, interventions and provision for children with SEND, EAL and additional needs
* Monitoring provision for children with an EHC Plan, LAC, EAL, Pupil Premium, and liaise with staff and appropriate agencies
* Work with the SLT to maintain the vision, culture and ethos, providing strategies to support children with SEND and EAL to meet the expectations for behaviour
* Ensure SEND administration is effective and efficient, including: provision mapping and costing; overseeing and monitoring the quality of information sharing etc.
* Teach small groups where appropriate to ensure the high achievement of all children across Key Stage 1 and Key Stage 2
* Identify the training needs of staff and coordinate, plan and deliver relevant INSET and CPD including specialist support from external agencies
* Analyse, collate and report on data and assessments
* Report to and liaise with teachers, governors, Ark staff and appropriate agencies
* Influence whole school teaching and learning policy to ensure inclusive teaching and practice
* Maintain an accurate and current SEND register, ensuring all staff are aware of the needs of their children
* Ensure all statutory responsibilities are co-ordinated and completed within given timeframes including the SEND Offer and all actions relating to EHCP’s
* Ensure a school-based plan is implemented for children identified at SEN Support and this is reviewed termly with a view to apply for an EHCP if needed
* Ensure a child centred approach is promoted, involving children and parents, where parents are informed regarding the support in place for their child and this is reviewed termly
* Lead and contribute to transition plans ensuring continuity of support and learning when transferring children with SEND between stages of their education
* Develop effective partnerships with outside agencies and identify needs across the school for commissioning support
* Develop and maintain regular and productive communication with parents

**Academy Culture**

* Support the academy’s vision, culture and ethos by contributing to the development and implementation of policies, practices and procedures committed to high achievement
* Help create a strong academy community, characterised by consistent, orderly behaviour and caring, respectful relationships
* To be active in issues of child welfare and support
* Support and work in collaboration with colleagues and other professionals in and beyond the school, covering lessons and providing other support as required.

**Other**

* Commitment to undertake any relevant training and professional development
* Undertake other various responsibilities as directed by the Head of School or Executive Headteacher
* Commitment to equality of opportunity and the safeguarding and welfare of all children
* This post is subject to an enhanced DBS disclosure.

**Person Specification: SENDCO**

**Qualification Criteria**

* Qualified to degree level and above
* Qualified to teach and work in the UK
* National Award for SEN Coordination (NASENCo)
* Completed further training in supporting students with SEND/EAL (desirable)
* Training in Safeguarding, Child Protection and CLA (desirable)

**Experience**

* Experience of managing SEND provision including identifying, monitoring and providing effective support for pupils with a wide range of SEND
* Experience of reflecting on and improving teaching practice to increase achievement
* Experience and understanding of a variety of diagnostic tools and assessments
* Experience leading, coaching and motivating people
* Experience of providing and ensuring effective professional development and can demonstrate impact of this
* Can demonstrate effective challenge and management of performance concerns
* Evidence of raising attainment of all children in a challenging classroom environment
* Can demonstrate effective and systematic behaviour management
* Excellent communication, planning and organisational skills
* Experience of working with parents and outside agencies
* Good working knowledge of relevant legislation, curriculum and the SEND Code of Practice
* Commitment to own professional development and qualifications

**Knowledge**

* Up to date knowledge of the primary curriculum and assessment approaches
* Understanding of the SEN Code of Practice
* Strong knowledge of a variety of SEND needs within the 4 areas
* Understanding of the strategies needed to establish consistently high aspirations and standards of results and behaviour

Behaviours

* Genuine passion for and a belief in the potential of every child
* High expectations of self and others
* A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and understand how and when to take appropriate action
* Belief that every child should have access to an excellent education regardless of background
* Professional outlook, detailed orientated and able to multitask and meet deadlines
* A team player that can work both collaboratively and independently and uses own initiative
* Commitment to a relational approach within the school community
* Calm and professional under pressure
* Understanding of the importance of confidentiality and discretion
* Flexible attitude towards work and demonstrates sound judgement

Other

* Right to work in the UK
* Commitment to equality of opportunity and the safeguarding and welfare of all students
* Willingness to undertake training
* This post is subject to an enhanced DBS check

*Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.*

*Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark’s safer recruitment process, please click this* [*link*](https://arkschools.sharepoint.com/:b:/g/ArkNetCentral/hr/EcXQDSjo9UpCpgk8lDWMN0sBVG6GBUTVWVXp9c5KkW-tog?e=bfdlES)*.*

*We aim to build a diverse and inclusive organisation where everyone – staff and students – can do their best work and achieve their full potential. We want to reflect and represent diverse perspectives across our organisation because we know that doing so will make us stronger and more effective. To know more about Ark’s diversity and inclusion commitments, please click on this* [*link*](https://arkonline.org/sites/default/files/127/attachments/Diversity%20and%20Inclusion%20Statement_0521.pdf)*.*