

Job Title: SENDCO (Special Educational Needs and Disabilities Coordinator)

Location: Riverdale Primary School Salary: Pay Scale: L5-9

Job Purpose:

To work within Ironstone Academy Trust, supporting the Head Teacher in creating, developing, and evaluating the aims of the school in partnership with Pupils, Staff, Governors, and Parents, with a specific focus on meeting the needs of pupils with special educational needs and disabilities.

Duties and Responsibilities:

The SENDCO will:

Leadership and Management:

- Assist the Headteacher in the leadership and management of the school, specifically in all aspects of SEND provision and school improvement.
- Take responsibility for the school in the absence of the Head Teacher or equivalent from within the Trust.

Safeguarding Responsibilities:

- Act as a Deputy Designated Safeguarding Lead and maintain Level 3 Safeguarding training.
- Share responsibility for all safeguarding and child protection matters, supporting staff in addressing any concerns.

Resource Allocation:

- Ensure adequate time, funding, training, resources, and authority are available to effectively carry out SEND duties, including directing and supporting staff to promote the welfare of children with SEND.

Welfare Promotion:

- Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact.
- Be available for staff to discuss any SEND-related concerns.

Inspiration and Influence:

- Lead by inspiring, motivating, and influencing staff and pupils, maintaining high standards of teaching, learning, and safeguarding.

Curriculum Management:

- Assist the Head Teacher and Governors in determining and managing a curriculum that meets the diverse needs of pupils, particularly those with SEND.

Contribution to Development Plans:

- Make a measurable contribution to the Academy Development Plan, monitoring policies and practises related to SEND.

Role Model and Guidance:

- Serve as a role model for all staff and a lead practitioner in delivering SEND policies and practises, offering professional guidance and support to colleagues.

Monitoring and Evaluation:

- Support the school's system for reviewing and evaluating teaching and learning, maintaining awareness of standards and quality across the school.

Achievement Monitoring:

- Monitor the progress of pupils with SEND to ensure high standards of achievement and attainment.

Performance Management:

- Assist with implementing the school's performance management policy, focusing on securing school improvement and individual professional development for staff working with SEND pupils.

Financial and Resource Management:

- Collaborate with the Head Teacher and Governing Body to ensure effective management of finance, personnel, and resources related to SEND.

Senior Leadership Team Contribution:

- Contribute effectively as a member of the Senior Leadership Team, particularly in relation to SEND initiatives.

Professional Development:

- Play a major role in the professional development of all staff regarding SEND and manage relevant INSET training.

Curricular Responsibilities:

- Lead and support staff in managing and developing curricular responsibilities to promote high-quality teaching and learning for all pupils, especially those with SEND.

Positive Ethos Development:

- Foster a positive and supportive ethos for academic and social learning among all pupils.

Professional Conduct:

- Always display high standards of professional behaviour and integrity.

Team Leadership:

- Act as a team leader in the performance management system for SEND staff, leading and contributing to regular meetings.

Parent Partnership:

- Promote and develop partnerships with parents, recognising their contributions to their child's education.

Recruitment Participation:

- Participate if required in the recruitment and selection process for staff, especially in relation to SEND provision.

Additional Duties:

- Undertake all other tasks and training commensurate with the role as required by the Headteacher.