



ST. DUNSTAN'S

SENDCo Job Description

St Dunstan's Catholic Primary School

'Catholic schools are ambitious for high achievement and high standards across the school. Success is often described in terms of academic outcomes, though schools themselves recognise and award pupil achievement in many ways. High achievement is for everyone. It is inclusive of all abilities and in line with the school's hopes for every child. So it is right that every Catholic school, reflects well on what it hopes for, reflects on how the learning experience offered in the school contributes to full human growth for everyone, so that the young are clearly on the road to become the people God intends.'

Taken from 'The Distinctive Nature of the Catholic School'

Pay Grade: Teacher Main Scale or Upper Pay Scale (Fringe) + additional allowance

Accountable to: Headteacher

This school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This means that we have a Child Protection Policy and procedures in place. All staff must ensure that they are aware of these procedures.

In fulfilling the requirements of the post, the SENDCo will demonstrate strong professional attributes, and in particular will:

- support and promote the Catholic vision of the school and the school's Mission Statement
- have high expectations of self and others
- show passion for supporting pupils with special educational needs

1. Job Purpose

- To carry out the professional duties of a teacher as circumstances may require and in accordance with the school's policies under the direction of the Headteacher
- To sustain through example, the moral and religious beliefs of the Catholic faith in a secure, caring and happy environment, thus fostering the distinctive nature of our Catholic school.

2. Main duties and responsibilities of a SENDCo

1. Develop and oversee the implementation of the school's SEND strategy and policy;
2. Carry out assessments of pupils with SEND to identify needs and monitor progress, including observations in the classroom and meeting with parents and teachers;
3. Work with class teachers, the Senior Leadership Team, parents and relevant external agencies to develop, implement and monitor individual support/learning plans;
4. Provide regular updates on pupil progress through meetings with parents;
5. Make referrals and liaise with external professionals;
6. Provide advice, guidance and training to class teachers on supporting pupils with SEND;
7. Support teachers to develop and implement effective teaching and behaviour management approaches in the classroom;
8. Manage resources and the SEND budget;
9. Develop and maintain systems for keeping pupil records, ensuring information is accurate and up to date;
10. Analyse school, local and national data and develop appropriate strategies and interventions;
11. Manage teachers and teaching assistants to improve pupil progress and attainment;
12. Keep up to date with national and local policies related to SEND and cascade information to colleagues;

3. General responsibilities for a SENDCo:

These are outline in the current School Teacher Pay and Conditions Document.

- Contribute to the overall Catholic ethos and work aims of the School
- Prepared to support positive and constructive partnerships with parents, the Parish and the community
- Be committed to continuing professional development and other learning activities and Performance and Professional Development as required
- Adhere to the school's code of conduct for staff;
- Operate at all times within the stated policies and practices of the school;
- Establish effective and positive working relationships with colleagues and set a good example through presentation of self and personal and professional conduct;
- Be familiar with the school's current systems and structures as outlined in policy documents including

the teachers' handbook, Health and Safety and Child Protection policies;

- Participate as required in meetings with professional colleagues and parents in respect of the duties and responsibilities of the post;
- Take part in marketing and liaison activities such as Introductory Talks for Parents, Parent Teacher Evening, some FOSD events and events with other schools;
- Take responsibility for own professional development and duties in relation to school policies and practices;
- Be willing to lead extra-curriculum activities and attend residential visits;
- Be prepared to be flexible and to undertake any reasonable role within the school as requested by the Headteacher

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Person Specification

- in line with the school's values, be kind and thoughtful of others
- be able to demonstrate an understanding of safeguarding in schools
- be a qualified teacher
- be hard working, committed and lead by example
- strong commitment to raising educational attainment for children with SEND
- willingness and ability to develop specialist knowledge and keep up to date with local and national policy and developments
- influencing and negotiation skills- to influence school strategy and policy< secure sufficient internal resources, and secure the necessary support from external agencies
- leadership skills- to inspire and motivate other teachers, model good practice and develop whole school commitment to supporting pupils with SEND
- interpersonal skills- for building relationships with parents, teachers and external professionals
- strong written communication skills
- organisation and time-management skills to prioritise and balance a busy and varied workload
- analytical and problem solving skills

This job description may be amended at any time following discussion between the Headteacher and member of staff, and will be reviewed annually.