

Coleham Primary School

Job Description for SENDco/Key Stage 2 class teacher

GENERAL

You are required to carry out the duties of a school teacher as set out in the latest School Teachers' Pay and Conditions Document. The days to be specified by your employer under paragraph 38.1 shall be a separate statement by your employer.

POST

Permanent Teacher, 1.0 FTE, MPR/UPR + TLR 2. You are required to teach children in the 5 to 11 age range. SENDCO across school.

MAIN DUTIES

You are requested to carry out such particular duties as the Headteacher may reasonably direct from time to time.

In order to carry out the **SENDCO** responsibility the post holder should:

- take day to day responsibility for the operation of provision made by the school for pupils with SEN;
- provide professional guidance in the area of SEN in order to secure high quality teaching and the effective use of resources;
- develop their own understanding and knowledge of SEN issues and apply that knowledge and understanding, in order to co-ordinate effectively;
- contribute to leadership team decision-making and School Development Planning, particularly in respect of SEND and equality of provision for all pupils;
- plan and lead CPD sessions for Teaching Assistants;
- communicate effectively with external agencies, parents, teachers and the Head;
- consider the strategic direction and development of SEN provision in the school;
- with the Head, lead and manage SEN staff and organise their deployment;
- work closely, in conjunction with our TA leader in school;
- maintain the school's Management Information System (i.e. SIMS) for SEN pupils;
- work with individuals or small groups, where appropriate.

Leadership Team Responsibilities

Your responsibilities as member of the leadership team are to:

- Monitor teaching and learning in school, supporting colleagues and feeding back to colleagues to improve practise;
- Scrutinise work on a regular basis;
- Act as a team leader within the school performance management system;
- Plan and lead some CPD sessions;
- Plan and lead some assemblies;
- Work in partnership with the Head and other leadership team members in the development and running of the school;

- Play a major role, working as part of the management team in policy discussion and decision-making, development planning, monitoring of standards and the quality of teaching and learning;
- Be a Deputy Designated Safeguarding lead and attend training on Early Help and ECINs and begin to take an active role in the process of filling out paperwork in order for children with additional needs to access external agencies;
- Be the Designated teacher for Looked After Children in school;
- Attend a weekly meeting with other team members.

Network Group Membership and Responsibilities

Your responsibilities as a network group member are to:

- support and assist other members;
- advice on the development SEND provision across school, resources and CPD requirements to meet targets in the school development plan;
- report back on developments and their effectiveness;
- support the targets identified by the group for future development.

Additional Responsibilities

You are required to undertake the following tasks of an organisational nature:

- Be responsible for an area of central display.
- Administer First Aid to pupils and staff, as per First Aid rota.

Voluntary Responsibilities

- Run an after-school club.
- Support school productions.

Review

The job description will be reviewed annually. In addition, it may be amended at any time, in consultation with you.