



JOB TITLE: SENDCO and Resource Base Lead
SCHOOL: Longdendale High School
RESPONSIBLE TO: Deputy Headteacher Inclusion
GRADE: Leadership Scale 5-9

PURPOSE OF POST:

To determine the strategic development of special educational needs and disabilities (SEND) policy and provision and be responsible for the day-to-day operation of SEND, including strategic oversight and responsibility for the school's specialist resource provision. To provide professional guidance to colleagues in the school and across the Trust. To provide advice and support to parents and carers of students with SEND or those undergoing assessment. To monitor the effectiveness of SEND provision to ensure the impact on student progress is maximised. To be a proactive member of the senior leadership team and contribute the highly inclusive ethos of the school underpinned by consistently high expectations and standards in all areas.

KEY RESPONSIBILITIES:

Key Tasks

- Strategic development of SEND policy and provision.
- Have a strategic overview of provision for students with SEND across the school, monitoring and reviewing the quality of provision, including the school's specialist ASC Resource Base.
- Ensure the SEND policy is implemented and remains a high priority for all colleagues.
- Maintain up-to-date knowledge of national and local policy.
- Evaluate the effectiveness of the use of SEND funding across the school.
- To provide pedagogical leadership to all staff to ensure that the planning, resourcing and delivery of the curriculum meets the needs of students with SEND and enables them to make expected or better progress.

Operation of the SEND policy and co-ordination of provision

- Maintain an accurate SEND register responding to changes in need over time and communicate these in a timely manner to all colleagues and families as appropriate.
- Provide guidance to colleagues on teaching students with SEND and advise colleagues on the graduated approach to provide support for students.
- Develop and implement a consistent and highly effective curriculum and provision in the specialist resource base to ensure student needs are met and staff are trained and equipped to deliver this.
- Advise on the use of the school's budget and other resources to meet the needs of SEND students, including the deployment of staff.



- Be aware of the provision in the local offer for children and young people with SEND.
- Work with a variety of external agencies including the Local Authority, health and social care professionals, educational psychologists and speech and language professionals.
- Analyse and act on academic and pastoral monitoring data for students with SEND.
- Lead the planning and implementation of intervention groups for students with SEND and evaluate the effectiveness of provision.
- Lead and manage the identification of and the implementation of Access arrangements for students with SEND.
- Be accountable for the overview of provision mapping for SEND pupils ensuring, that students learning needs are met.
- Monitor the effectiveness of SEND provision across the school and the resource base, and co-ordinate a multi-agency approach.
- Manage school transition providing continuity of support and learning when transferring students with SEND.
- Ensure the objectives of the SEND policy are reflected in the school development plan, that effective systems are in place to identify and meet needs and that they are co-ordinated, monitored, evaluated, and reviewed.
- Present regular information to the SLT and Governing Body on the evaluation of the effectiveness of provision for students with SEND, to inform decision making and policy review.
- To ensure that accurate and detailed records are kept of meetings and discussions with parents and outside agencies.
- To ensure that the SEND Register is kept accurate and up to date and that staff are kept informed of students' special educational needs.

Support for pupils with SEND

- Ensure the accurate identification of students with SEND.
- Co-ordinate whole-school provision that effectively meets the needs of students with SEND.
- Secure relevant external support/services for students with SEND.
- Ensure records are maintained and kept up-to-date.
- To manage appropriate resources for special needs and ensure that they are used efficiently, effectively and safely.
- To teach a timetable of interventions/curriculum which meets the needs of SEND students.
- Ensure Access arrangements are identified and managed for students with SEND in a timely manner, with appropriate training in place for staff as appropriate.
- Review education, health and care plans (EHCP) with parents and carers, the student and external professionals.



- Communicate regularly with parents and carers.
- Ensure the timely and secure transfer of SEND information when a student transitions to another placement.
- Promote SEND inclusion in the school community and access to a broad and balanced curriculum, facilities and extra-curricular activities.
- Review target setting, including IEPs, developing a recording system for progress, collect and interpret specialist assessment data to inform practice undertake day-to-day co-ordination of SEND students' provisions through close liaison with staff, parents and external agencies.
- Attend as required parents' evenings and other whole school events in the capacity of SENDCo.

Leadership and Management

- Work with the Head of School and other colleagues as required to ensure the school meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and exam access arrangements.
- To undertake leadership responsibilities to ensure the smooth running of the school and to support a strong culture and ethos of high expectations and standards, with excellent behaviour and attitudes for all students.
- Prepare information for the Senior Leadership Team, Local Governing Body (LGB) and Trustees.
- Contribute to self-evaluation and improvement planning.
- Plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
- Implement and sustain effective systems for the management of staff performance, incorporating performance management and target setting.
- Plan, lead, deliver, promote and monitor the continuing professional development of staff.
- Hold selected staff to account for their professional conduct and practice, both contractually and where relevant as specified in the Terms and Conditions of Service of teachers.
- To lead on developing selected policies and practices and ensure that they take account of national, local and school requirements.
- To regularly monitor, evaluate and review the impact of selected policies, priorities and targets and take action if necessary.
- Ensure that parents/carers and students are well informed about the provision for SEND, inclusion, attendance and behaviour.
- Identify training needs for staff and contribute to SEND-related professional development and wider inclusion matters.
- Promote an ethos and culture that supports the schools' approach to SEND provision and promotes good outcomes for students with SEND.



- Support the identification of and disseminate the most effective teaching approaches for students with SEND, work with staff to develop effective ways of bridging barriers to learning through: assessment of needs, monitoring of teaching quality and student achievement.
- Lead and manage a team of Learning Support Assistants and the Assistant SENDCo and the team of staff in the specialist Resource Base.
- As required by the Head of School, attendance and representation of the school/Trust at appropriate National, Regional and local meetings or conferences.
- Liaise with colleagues across Stamford Park Trust schools to support strategic development, share good practice and plan collaborative activities.
- Retain strategic oversight of the school's ASC Resource base at the school.
- To target additional specific provision to improve outcomes for students with SEND.
- To collaborate with and provide leadership to heads of subject and teachers to drive the learning and progress of students with SEND.
- To implement and establish lead practices through the work of the schools coaching model established at the school and through the work of the teaching team to make sure that all teachers become experts in planning for progression and meeting students' needs.

General Duties

- Maintain confidentiality and observe data protection and associated guidelines where appropriate.
- Undertake such duties and responsibilities at a similar level as directed by the Head of School.

Requirements of all Trust staff

- Promote and uphold the Trust mission statement, values and strategic aims and objectives.
- Comply with the Academy and Trust's policies and procedures, including those relating to health and safety, safeguarding, welfare and security.
- Work positively and inclusively with colleagues, students, parents and other partners.
- Attend briefings and staff meetings as required.
- Participate in the Trust's appraisal processes and undertake professional development and training as required.
- Be a positive role model and take responsibility for promoting good standards of behaviour and conduct of students.
- Undertake other duties that are in accordance with the purpose and grade of the post as agreed with the Head of School.
- The SENDCo will be required to safeguard and promote the welfare of all students and follow school policies and the staff code of conduct.



Longdendale
HIGH SCHOOL

JOB DESCRIPTION

Whilst every effort has been made to ensure that the job description is comprehensive there will of course be a range of other tasks and responsibilities that are required to be carried out. These will be at the request of the Head of School and commensurate with the nature of the duties outlined above and with the remuneration provided.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Longdendale High School is part of the Multi Academy Trust, Stamford Park Trust who is the employer for all staff.