

**TAVISTOCK PRIMARY & NURSERY SCHOOL**  
**JOB DESCRIPTION**



**POST:** Special Educational Needs and Disabilities Coordinator (SENDCO)

**Salary:** Teacher Pay Scale + SEND allowance

**Contract Type:** Part-Time, Permanent (0.6 fte)

**RESPONSIBLE TO:** Headteacher

**LINE MANAGER FOR:** SEND Teaching Assistants

**Main Purpose:**

The SENDCO, under the direction of the headteacher, will:

- Determine the strategic development of special educational needs (SEN) policy and provision in the school
- Be responsible for day-to-day operation of the SEND policy and co-ordination of specific provision to support individual pupils with SEND
- Provide professional guidance to colleagues, working closely with staff, parents and other agencies
- The SENDCO will be expected to fulfil the responsibilities of a teacher, as set out in the STPCD
- While the SENDCO will have responsibility for the oversight of provision for pupils with SEND, class teachers will hold responsibility for the day-to-day education and support of pupils within their classroom

**Duties and responsibilities:**

**Strategic development of SEND policy and provision**

- Have a strategic overview of provision for pupils with SEND across the school, monitoring and reviewing the quality of provision
- Contribute to school self-evaluation, particularly with respect to provision for pupils with SEND
- Make sure the SEND policy is put into practice and its objectives are reflected in the school improvement plan (SIP)
- Maintain up-to-date knowledge of national and local initiatives that may affect the school's policy and practice
- Evaluate whether funding is being used effectively, and suggest changes to make use of funding more effective

**Operation of the SEND policy and co-ordination of provision**

- Maintain an accurate SEND register and provision map
- Provide guidance to colleagues on teaching pupils with SEND, and advise on the graduated approach to SEND support
- Advise on the use of the school's budget and other resources to meet pupils' needs effectively, including staff deployment
- Be aware of the provision in the local offer
- Work with early years providers, other schools, educational psychologists, health and social care professionals, and other external agencies
- Be a key point of contact for external agencies, especially the local authority (LA)
- Analyse assessment data for pupils with SEND

**Support for pupils with SEND**

- Identify a pupil's SEND
- Co-ordinate provision that meets the pupil's needs, and monitor its effectiveness
- Secure relevant services for the pupil
- Ensure records are maintained and kept up to date

- Review the education, health and care plan (EHCP) with parents or carers and the pupil
- Communicate regularly with parents or carers
- Ensure if the pupil transfers to another school, all relevant information is conveyed to it, and support a smooth transition for the pupil
- Promote the pupil's inclusion in the school community and access to the curriculum, facilities and extra-curricular activities
- Work with the designated teacher for looked-after children, where a looked-after pupil has SEND

### **Leadership and management**

- Work with the headteacher and governors to ensure the school meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements
- Prepare and review information the governing board is required to publish
- Contribute to the school improvement plan and whole-school policy
- Identify training needs for staff and how to meet these needs
- Lead INSET for staff
- Share procedural information, such as the school's SEND policy
- Promote an ethos and culture that supports the school's SEND policy and promotes good outcomes for pupils with SEND
- Lead and manage teaching assistants (TAs) working with pupils with SEND
- Lead staff appraisals and produce appraisal reports
- Review Staff performance on an ongoing basis

### **Safeguarding**

- Complete L3 Safeguarding training, holding the position of DDSL, liaising and collaborating with the safeguarding team on matters of safeguarding and welfare for all pupils
- Remain alert to the fact that pupils with SEND may be more vulnerable to safeguarding challenges

The SENDCO will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the SENDCO will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.

### **Notes:**

This job description may be amended at any time in consultation with the postholder.

**Last review date:** February 2025

**Next review date:** January 2026

Signed: \_\_\_\_\_ (Postholder) Date: \_\_\_\_\_

Signed: \_\_\_\_\_ (Headteacher) Date: \_\_\_\_\_