**St Philip’s CE Primary School**

**Job Description: School SENDCO and Assistant Headteacher**

**SCHOOL:** St Philip’s CE Primary School, Litherland

**JOB TITLE:** SENDCO and Assistant Headteacher

**PRIMARY PURPOSE OF THE JOB:**

The role combines SENDCO with an Assistant Head role that reflects the high priority given to inclusion and SEND across our school, whilst also strengthening our leadership team. In addition to the requirements of a class teacher, the post holder’s key accountability will be in ensuring inclusive practice is developed to promote the highest standards of attainment throughout the school. The governors will appoint a person who will lead by example, providing inspiration and motivation and embodying, for the pupils, staff, governors and parents, the vision, purpose and leadership of this Church school. The successful candidate will be an experienced school leader who is committed to continuous school improvement.

**DIRECTLY RESPONSIBLE TO:**

Senior Leadership Team, the Headteacher and through her, to the Governors.

**PRINCIPAL RESPONSIBILITIES**

The SENDCO and Assistant Headteacher will have responsibility for a class teaching role with allocated SEND time.

They will co-ordinate, with the support of the Headteacher and within the context of the school’s aims and policies, the development and implementation of the SEND policy in order to raise achievement and improve the quality of education provided for those children with SEND.

They will:

* devise and promote plans to ensure the needs of pupils with SEND are met and that they are reflected in the school improvement plan
* liaise with staff, parents and external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of educational provision for pupils with SEND
* write and submit applications for EHC plans to support those pupils will SEND and to secure funding for those pupils who require it
* regularly monitor progress against targets for pupils with SEND from teachers’ plans, evaluate the effectiveness of teaching and learning by work analysis and use these analyses to guide future improvements
* analyse and interpret relevant school, local and national information relating to pupils with SEND and advise the Headteacher on the level of resources required to maximise achievement
* develop, with the support of the Headteacher and colleagues, effective ways of overcoming barriers to learning and sustaining effective teaching through the analysis and assessment of pupils’ needs, by monitoring the quality of teaching and standards of pupils’ achievements, and by setting targets for improvement.
* organise, monitor and evaluate the range of intervention strategies employed throughout the school ensuring that resources are targeted correctly towards those pupils requiring additional support
* in partnership with the Leadership Team, ensure the progress of all pupils is monitored and that there are common and uniform methods of assessment, recording and reporting throughout the school to assess and record pupil's progress and attainments in accordance with school policy.
* monitor teaching and learning activities in order to meet the needs of pupils with SEND through:
  + monitoring of teaching quality and pupil achievement.
  + target setting, including IEPs and provision maps.
  + developing a recording system for progress.
  + support staff involved in working with pupils with SEND by ensuring all those involved have the information necessary to secure improvements in teaching and learning and sustain staff motivation.
* ensuring all members of staff recognise and fulfil their statutory responsibilities to pupils with SEND.
* identify staff training needs and contribute to the professional development of staff, including whole-school CPD provision
* providing regular information to the Headteacher, leadership team and governing body on the effectiveness of SEND provision
* identifying resources needed to meet the needs of pupils with SEND and advise the Headteacher of priorities for expenditure.
* advise Headteacher and governing body on the efficient and effective deployment of staff.
* maintain and develop a range of resources, co-ordinate their deployment and monitor their effectiveness in meeting the objectives of school and SEND policies.

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher.

This job description may be amended at any time after discussion between the Teacher and the Headteacher but also may be reviewed annually at the Performance Management meetings.