

## **West Lodge School SENDCO Job Description**

### **Job Purpose**

To assist the Head Teacher in ensuring that the needs of all pupils are met and to promote the highest level of progress and achievement for all.

### **Strategic Direction**

- Assist the Senior Leadership Team in achieving the school's aims and in ensuring inclusive practice across the school
- Support all staff in achieving the priorities and targets the school sets and monitor these
- Provide leadership to staff in organising and implementing an appropriate curriculum for SEND pupils so that they can thrive, succeed and fulfil their potential.
- Be proactive in monitoring and identifying pupils who may experience barriers to learning and implement strategies to help teachers and the pupils overcome these challenges
- Assist the Senior Leadership Team in developing and maintaining a positive and constructive partnership with parents of children who benefit from additional support. This will be based upon trust and will ensure there is confidence in the school's ability to provide first-class support for their children
- Assist the DSL in safeguarding procedures

### **Teaching & Learning**

- Undertake the duties of a teacher, maintaining the highest standards at all times
- Maintain a regular teaching commitment with groups and individual pupils
- Using the school's systems monitor the impact of interventions through frequent and effective liaison with colleagues. Record and reporting progress to parents, the leadership team, teachers and support staff, whilst also highlighting progress made to the children themselves
- Organise, deliver and evaluate a range of intervention strategies that effectively support pupils who need extra help
- Be proactive in assessing and identifying pupils who may experience barriers to learning or those who are underachieving. Work with these pupils and support class teachers and teaching assistants in ensuring high quality provision for these pupils
- Support teachers and support staff in planning to meet the needs of SEND pupils, where necessary supporting in class to ensure effective provision and teaching
- Prepare action plans to ensure excellent SEND provision
- Prepare and review Individual Education Plans
- Conduct initial assessments to identify possible barriers to learning

### **Management**

- Coordinate and direct teaching assistants in conjunction with the Head Teacher and leadership team.
- Proactively support teaching assistants in supporting SEND pupils in class and in achieving individual targets

- Ensure excellent communication concerning SEND and ensure all staff feel informed and fully supported
- Liaise with external agencies and communicate with other schools concerning transition and exam preparation, including applications for extra time
- Provide support and guidance for parents in how to support their children