**LANTERN PRIMARY ACADEMY**

**SEND-Co and Class Teacher**

**JOB DESCRIPTION**

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| Name of post holder |
| Title of post  SEND-Co and class teacher  This post carries an entitlement to appropriate management release time.  Salary  MPS + TLR 2a  Working hours  195 days per year. Full time (part-time options would be considered).  Responsible to Headteacher/Governing Body |
| Terms and conditions   1. Fulfil the professional responsibilities of a teacher, as set out in the School Teachers’ Pay and Conditions document (STPCD) 2. Meet the expectations set out in the Teachers’ Standards 3. Take specific responsibility and accountability for the day-to-day management and organisation of SEND provision across the school 4. Line manage and appraise identified staff 5. Assist in the smooth running of the school at all times 6. The other terms and conditions set out in the various national collective agreements in force from time to time. 7. The Learning Community Trust’s and Local Authority’s Rules and Conditions including any local agreement entered into with recognised trade unions. 8. The school’s Instrument and Articles of Governance and Trust as appropriate. |
| **Description of general teaching post**  **Special Educational Needs Co-ordinator (SENCo) Job Description**  **Introduction**  This job description outlines the responsibilities and duties of the Special Educational Needs Co-ordinator (SENCo) in addition to those covered by the latest School Teachers’ Pay and Conditions Document. Modifications to this description may be made by the Headteacher, in consultation with the post-holder, to reflect or anticipate changes in the role.  As part of the Middle Leadership Team (MLT), the SENCo holds significant responsibility, and the expectations of their performance will be high. This role may require the SENCo to work across schools in the Learning Community Trust, ensuring consistency and high-quality provision.  **Core Responsibilities**  The SENCO, 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 SEN policy and co-ordination of specific provision to support individual pupils with SEN or a disability * Provide professional guidance to colleagues, working closely with staff, parents and other agencies * The SENCO will be expected to fulfil the responsibilities of a teacher, as set out in the STPCD   While the SENCO will have responsibility for the oversight of provision for pupils with SEN or a disability, class teachers will hold responsibility for the day-to-day education and support of pupils within their classroom.  **For all teachers**   * Ensure a high standard of teaching and learning for all pupils, accounting for the diverse abilities, needs, and ages of the pupils. * Plan and prepare lessons and schemes of work that raise the standards of pupil attainment. * Establish a secure, purposeful, and positive learning environment, maintaining good order and discipline. * Foster the holistic development of pupils: socially, emotionally, intellectually, and physically. * Manage and maintain the classroom environment to enhance the learning experience. * Engage positively with all stakeholders - pupils, parents, colleagues, and external agencies. * Contribute to school development planning and uphold the aims and values of the school and Trust. * Participate fully in appraisal and staff development processes and support events within the school and broader community. * To comply with National Standards for Qualified Teacher Status * To maintain, in a proper manner, all record keeping and profiles on each pupil as required. * To assist in the development of appropriate syllabuses, planning, resources, schemes of work, marking policies and teaching strategies related to curriculum development. |
| **Specific SENCo Responsibilities**  **Key Leadership Responsibilities**   * Lead the school’s and Trust's strategic approach to SEND, ensuring all SEND pupils receive outstanding educational provision. * Work within school budgets, securing appropriate funding to support SEND provision. * Contribute to whole-school review, monitoring, and evaluation systems to continuously improve teaching and learning. * To report to the Headteacher and Deputy Headteacher when required. * To undertake teaching responsibilities as directed by the Head Teacher. * To support and contribute to the school’s system for the review and evaluation of teaching and learning * To keep abreast of local and national educational initiatives and cutting-edge educational thinking through own professional development. * Champion the inclusion and success of pupils with English as an Additional Language (EAL) pupils. * Maintain a strong pastoral care approach and a positive behaviour ethos throughout the school. * Ensure all pupils—regardless of ability, background, or need—are fully included in school life. * Oversee the operation of SEND and Inclusion policies in line with school-level, Trust and local authority guidelines. * Strategically support the ethos of the school in all aspects of work. * The SENCo may work across other schools within the Learning Community Trust, providing leadership, support, and guidance on SEND provision, with the potential for deployment to different Trust schools as needed to ensure consistency and high standards of inclusion.   **SEND Provision Management**   * To lead, manage and develop a high-quality SEND/EAL provision that results in all learners receiving outstanding teaching and high impact intervention. * To monitor the quality of teacher and TA delivery to SEND/EAL pupils and use this information, alongside effective assessment data to drive the quality of adaptive teaching and pupil outcomes * To oversee the day-to-day operation of the school’s SEND policy and encourage all members of staff to recognise and fulfil their statutory responsibilities towards pupils with SEND and additional needs * To maintain the register of pupils with SEND and supported pupils and oversee their records. * To meet weekly with the Senior Leadership Team to discuss any updates regarding SEND and/or EAL * To keep up to date and disseminate information on matters related to SEN/Inclusion/EAL to all members of staff and governors * To produce and regularly review inclusion, equality and SEND policies for the school and ensure they are disseminated to the staff and put into practice * To have an overview of SEND and EAL across all curriculum areas * Train and coach staff across the school to support the needs of pupils with SEND and EAL. * Analyse school data to ensure effective use of resources and maximise pupil achievement. * Oversee all aspects of SEND administration, including EHCPs, Annual Reviews, and local authority and Trust compliance. * Liaise with external services (e.g., Educational Psychologists, Speech and Language Therapists, Child and Adolescent Mental Health Services) to ensure appropriate support for SEND pupils. * To carry out and coordinate diagnostic assessments of pupils * Organise and chair review meetings for parents to discuss progress of individual children * Attend and participate in open evenings and parents’ evenings * Work closely with parents and carers, establishing strong partnerships and keeping them informed of their child’s progress. * To lead, where appropriate, Early Help Support plans for those pupils with SEND, to ensure that parent liaison supports families, children and staff * To ensure that all pupils, regardless of gender, religion, ethnic background and special educational needs participate as fully as possible in the life of the school and that social inclusion takes place * Lead pupil progress meetings with class teachers to break down barriers to learning for SEND pupils. * Work alongside SENCOs in other schools within the Trust and local primary schools to promote collaboration and share best practices.   **Cross-Trust Responsibilities**   * To work with other SEND-Cos to ensure that SEND provision is consistently excellent across all schools in the Trust. * Collaborate with senior leaders and SEND teams across Trust schools to ensure continuity and high standards in SEND and inclusion practices. * Develop effective strategies for improving SEND outcomes Trust-wide, ensuring alignment with the Trust’s ethos and policies.   **Other Duties**   * To act as a Deputy Designated Safeguarding Lead * Participate in subject leadership and school rotas. * Support the Headteacher with any additional reasonable tasks required for the effective running of the school. * Review and amend this job description in collaboration with the Headteacher annually.   **Safeguarding and Safer Recruitment**  In line with *Keeping Children Safe in Education* (KCSIE), the SENCo is responsible for:   * Acting as Deputy Designated Safeguarding Lead, supporting safeguarding practices across the Trust. * Promoting a culture of vigilance and safety, ensuring all policies and procedures are strictly adhered to, and participating in safer recruitment practices in accordance with KCSIE guidelines. * Leading by example, displaying the highest standards of integrity, professionalism, and confidentiality in all matters relating to safeguarding and pupil welfare.   The Learning Community Trust is committed to safeguarding and promoting the welfare of children and young people. All post holders are subject to an enhanced DBS check (including a check on the children’s barred list) and an online search for the successful applicant. References will be checked following the Learning Community Trust recruitment and selection process.    In line with the Statutory Guidance Keeping Children Safe in Education an online check will be undertaken for all shortlisted candidates prior to the interview.    We are committed to equality and diversity and follow the Safer Recruitment practices as set out in the Statutory Guidance - Keeping Children Safe in Education.    For more information regarding our school’s commitment to safeguarding, please see our Child Protection & Safeguarding Policy. |
| **Review arrangements:**  The role is subject to the current conditions of employment for class teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and other current legislation.  This job description is subject to review and may be amended following discussions between the post-holder and the Headteacher. It is reviewed annually to ensure alignment with school and Trust priorities. |

Signed…………………………………………………(post holder)

Signed…………………………………………………..Headteacher

Date………………………………………..

An electronic copy of this document will be kept with your personnel records.