Hartismere School

JOB DESCRIPTION SENDCo
Required January 2027

Salary – MPS/UPS with a TLR and SEN Allowance

The SENDCo, working in the Learning Support department under the direction of the Headteachers will:

- Lead the work of the school in Special Needs and Disabilities, adhering to the SEND code of practice within the context of whole school policies.
- Maintain an overview of and develop strategies to effectively assess and identify SEN in students.
- Liaise with the Headteachers and Governing Body to ensure the school is meeting the requirements of the Equality Act (2010).
- Lead in the developing and quality assuring of the curriculum as it is delivered through the Learning Support Department.
- Contribute to and be part of the team that conducts annual SEND audits across the schools in the Hartismere Family of Schools Trust.
- Contribute to meetings of the school's curriculum group and teaching and learning group.
- Lead the work of the Learning Support Team acting as Line Manager for all members of the team.
- Act as principle liaison officer with external agencies, as these relate to SEND.
- Control and monitor the SEND budget.
- Contribute to meetings of the Governing Body as requested and especially in relation to the annual SEND Report to Governors.
- Lead in the formulation of the School Improvement Plan as it relates to SEND.
- Play a leading role in developing and ensuring publication of the School SEND information report on the school website.
- Regularly update and oversee the operation of the School Special Educational Needs policy.
- Contribute to the formulation and implementation of whole school policies, where requested to do so.

- Play a leading role in developing the school Accessibility Action Plan.
- Lead in maintaining sound order and discipline in the Learning Support department.
- Oversee the quality of teaching for pupils with SEND.
- Liaise and monitor any placements attended by pupils with SEND.
- Lead in the production of the Whole School SEF, as this relates to SEND.
- Lead in the liaison with partner primary schools in relation to SEND and oversee transition for year 6 pupils with SEND.
- Coordinate provision for pupils with SEND, using the assess, plan, do, review cycle.
- Support pastoral and behaviour support meetings as requested.
- Analyse and develop the use of data in relation to SEND.
- Ensure the completion according to statutory guidance of EHC plan reviews ILEPs/ISPs and other similar SEND information requirements.
- Lead in conducting the High Tariff funding audit.
- Develop and sustain effective links with all departments and each Head of Year across School.
- Oversee the work of and collect evidence for examination support in line with JCQ regulations, as this affects pupils and students with SEND in liaison with the Examinations Assessor the Examinations Officer and subject teachers.
- Disseminate advice regarding specific approaches and strategies for SEND provision.
- Contribute to staff meetings and staff development as required by the Headteachers.
- Regularly evaluate impact and effectiveness of interventions for pupils with SEND.
- Maintain and analyse the SEND register.
- Make appropriate referrals to external agencies, specialist teachers and the Local Authority.
- Oversee the records of pupils with SEND.
- Contribute to the development and training of staff in relation to SEND.
- Sensitively liaise with parents and carers of pupils with SEND.
- Observe LSAs and encourage training opportunities as part of their performance management.
- Observe classes with SEND pupils.
- Other relevant duties as may be required by the Headteachers.
- Liaise with the appropriate Headteachers on a regular basis as required.
- Attend parents' evenings and SEND parent meetings

- Continue to develop personal knowledge of and expertise in SEND through training and research.
- Oversee the support for pupils with SEND in transition to post-16 providers.
- Other relevant duties as may be required by the Headteachers.

Hartismere school is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check and online presence checks.