



Pound Hill Junior School

Job Title: SENDCO (Maternity Cover)

Salary: TMS or UPS plus London Fringe, with SEN Allowance of £2679

Hours: Full time/ Part-time (4 days a week)

Contract Type: Fixed term – maternity cover. Job starts 2nd June 2025, up to 12 months

Main Purpose

The SENDCO will:

- Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document.
- Meet the expectations set out in the Teachers' Standards.
- Lead and manage the provision of special educational needs and disabilities (SEND) within the school.

Duties and Responsibilities

SEND Provision

- Oversee the day-to-day operation of the school's SEND policy.
- Coordinate provision for children with SEND.
- Liaise with the relevant designated teacher where a looked-after pupil has SEND.
- Advise on the graduated approach to providing SEND support.
- Advise on the deployment of the school's delegated budget and other resources to meet pupils' needs effectively.
- Liaise with parents of pupils with SEND.
- Liaise with early years providers, other schools, educational psychologists, health and social care professionals, and independent or voluntary bodies.
- Be a key point of contact with external agencies, especially the local authority.
- Liaise with potential next providers of education to ensure pupils and their parents are informed about options and a smooth transition is planned.
- Work with the headteacher and governors to ensure that the school meets its responsibilities under the Equality Act (2010) with regard to reasonable adjustments and access arrangements.

- Ensure that the school keeps the records of all pupils with SEND up to date.

Teaching and Learning

- Support and develop the planning and teaching of adapted learning following the school's plans, curriculum, and schemes of work.
- Assess, monitor, record, and report on the learning needs, progress, and achievements of pupils with additional needs, making accurate and productive use of assessment.
- Adapt teaching to respond to the strengths and needs of pupils.
- Set high expectations which inspire, motivate, and challenge staff and pupils.
- Promote good progress and outcomes of all pupils.
- Demonstrate good subject and curriculum knowledge.
- Participate in arrangements for preparing pupils for transitions.

Whole-School Organisation, Strategy, and Development

- Contribute to the development, implementation, and evaluation of the school's policies, practices, and procedures, so as to support the school's values and vision.
- Make a positive contribution to the wider life and ethos of the school.
- Work with others on curriculum and pupil development to secure coordinated outcomes.
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach.

Health, Safety, and Discipline

- Promote the safety and wellbeing of pupils.
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.

Professional Development

- Take part in the school's appraisal procedures.
- Take part in further training and development in order to improve own teaching.
- Where appropriate, take part in the appraisal and professional development of others.

Communication

- Communicate effectively with pupils, parents, and carers.
- Communicate effectively with other partner agencies including social care, Local Authority representatives.

Working with Colleagues and Other Relevant Professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- Develop and maintain effective professional relationships with colleagues.

Personal and Professional Conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school.
- Have proper and professional regard for the ethos, policies, and practices of the school, and maintain high standards of attendance and punctuality.
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities.

Management of Staff and Resources

- Direct and supervise support staff assigned to them, and where appropriate, other teachers.
- Contribute to the recruitment and professional development of other teachers and support staff.
- Deploy resources delegated to them.

Other Areas of Responsibility

- Lead on the effective teaching and learning of a subject.
- Take responsibility for an aspect of whole school life.
- 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.