

# BEDGROVE JUNIOR SCHOOL



Ingram Avenue, Aylesbury, Bucks, HP21 9DN  
Telephone 01296 487973  
email: [office@bjsglt.co.uk](mailto:office@bjsglt.co.uk)  
Headteacher: Mr Harry Hillier



## **SENDCO** **Job Description** **Main Pay Scale**

**Accountable to: SLT**

### **Purpose of Job:**

To lead teaching and learning of SEND within the school. To advise and liaise with teachers, SLT, parents, other professionals and governors to best meet the needs of the children with SEND.

### **Key Tasks**

- To be the named SENDCO
- Identify and adopt the most effective teaching approaches for pupils with SEN
- Monitor teaching and learning activities to ensure that we meet the needs of pupils with SEND
- Liaise with other schools to ensure continuity of support and learning when transferring pupils with SEND
- Liaise with outside agencies to provide additional support for SEND pupils across the school
- Consult and work with teachers, LSAs and other professionals to create targets and help in achieving these
- Demonstrate to and train teachers of various strategies to support children with SEND
- Ensure all paperwork is completed and sent to the relevant professionals
- Analyse data and liaise with SLT
- Set up systems for identifying, assessing and reviewing SEND
- Update the head teacher and governing body on the effectiveness of provision for pupils with SEND
- Answer emails promptly and effectively
- Form good working relationships with parents
- Attend consultation evenings and keep parents informed about their child's progress



Artsmark  
Silver Award  
Awarded by Arts  
Council England



- Encourage all members of staff to recognise and fulfil their statutory responsibilities to pupils with SEND
- Provide training opportunities for learning support assistants and other teachers to learn about SEND
- Disseminate good practice in SEND across the school
- Identify resources needed to meet the needs of pupils with SEND and advise the head teacher of priorities for expenditure
- Organise SEND coffee mornings with parents of SEND pupils
- Liaise effectively with feeder schools to ensure smooth transition for SEND pupils
- To lead the strategic development and improvement of the attainment and progress of SEND
- To take a role in the promotion of equal opportunities, inclusion and diversity

**Other Duties**

- Contribute to a positive ethos for learning
- Promote the values and achievements of the school to the community
- Lead whole school assemblies as required
- Assist in the preparation and implementation of the School Improvement Plan
- To attend daily and weekly meetings, in accordance with school policy and to lead such meetings as required
- Attend Governor meetings as required
- Attend after school events such as PTA events and parents’ meetings
- Undertake such reasonable activities that the Headteacher and Governors may, from time to time require

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder and Trustees. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder’s professional responsibilities and duties.

Bedgrove Junior School and The Great Learners Trust are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

Note: The duties of the post may vary from time to time without changing the general character of the post or the level of responsibility.

Signed ..... Date .....