

GRINDON INFANT SCHOOL

Job Description

ROLES	SENDCO
SALARY SCALE	TLR2a
RESPONSIBLE TO	The Head Teacher

The particular duties and responsibilities set out in this Job Description are to be carried out in addition to the professional duties of a teacher, as stated in the 'School Teachers' Pay and Conditions Documents.

CRITERIA FOR AWARDING TLR2:

For TLR2 the teacher's duties must include a significant responsibility that is not required of all classroom teachers and:

- i. Is focused on teaching and learning.
- ii. Requires the exercise of a teacher's professional skills and judgement.
- iii. Requires a teacher to lead, manage and develop a subject or curriculum area; or to lead and manage pupil development across the curriculum.
- iv. Has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils.
- v. Involved leading, developing and enhancing the teaching practice of others.

SENDCO

- ✓ To lead the planning, implementing and monitoring of the curriculum for children with special educational needs and disabilities throughout the school.
- ✓ To demonstrate best practice with regard to teaching and learning and assist in identifying children with special educational needs and disabilities.
- ✓ To ensure that all staff provide an ethos and environment where children will be able to experience success.
- ✓ To ensure that targets are set for individual children and that progress towards these is evaluated each term.
- ✓ To identify the progress made by groups of children e.g. SEND; Ethnic Minorities, Gifted and Talented; EAL girls and boys etc.
- ✓ To identify any children who are under-achieving and work with members of the Leadership Team to address these issues.
- ✓ To ensure that parents are kept fully briefed about the progress made by their children.
- ✓ To ensure that PLPs /Reports are produced punctually and to a high standard in accordance with school guidelines.
- ✓ To undertake Performance Management of Teaching Assistants.
- ✓ To attend meetings in Foundation Stage and Key Stage One, liaising with relevant outside agencies when appropriate.
- ✓ To ensure prompt transference of pupils records and information when children change schools.
- ✓ To liaise with the feeder junior school to aid transition at the end of Key Stage One.
- ✓ To liaise with feeder nurseries and playgroups to ensure that the needs of vulnerable children are met.
- ✓ To be a member of the Senior Management Team.
- ✓ Undertake the professional duties of a Deputy Safeguarding Lead and support the Head Teacher to take responsibility for safeguarding and promoting the welfare of the children.

Any other duty or responsibility as may be reasonably directed from time to time by the Headteacher.

This Job Description will be the subject of an annual review, and any part of it may be amended as a result of such a review, or at any time after consultation with the postholder.

TEACHER	
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HEADTEACHER	
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