

**MATRIX ACADEMY TRUST
SENDCO**

Reports to:	Deputy Headteacher
Main Purpose:	<ul style="list-style-type: none"> In addition to that expected of the classroom teacher, lead and manage the provision of Special Educational Needs Learning Support. To support high quality teaching, effective use of resources, and high standards of learning and achievement for all pupils and to ensure that students make significant progress in their academic, social and emotional learning and well-being.
Main Activities:	<p>Support for Pupils</p> <ul style="list-style-type: none"> To use data effectively to identify pupils who are underachieving and where necessary create and implement effective plans of action to support those pupils To monitor, assess and evaluate the progress of students' academic, social and emotional learning and well-being and to implement planned interventions, where and when required To support the monitoring of the effectiveness of Learning Action Plans or Pupil Profiles and lead target setting and review meetings with parents To intervene appropriately to ensure pupils meet their targets from their Learning Action Plans or Pupil Profiles To monitor all SEND clubs, ensure provision is appropriate, analyse results and intervene when pupil progress is not being made. To review all SEND clubs and introduce new clubs if a need is identified To support the Deputy Head SEND/SENDCo to review the provision offered by SEND to ensure it is effective in developing pupils learning, skills and confidence To track work with the SEND department to track provision and interventions for individual pupils To monitoring and evaluating the provision for SEN students within curriculum areas including evaluating the effectiveness of teaching and learning by work analysis and use these analyses to guide future improvements To implement and monitor the use of Provision Mapping <p>Support for Teachers</p> <ul style="list-style-type: none"> To work with the Deputy Head SEND/SENDCo to provide guidance to staff on the choice of appropriate teaching and learning methods to meet the needs of different pupils To work with the Deputy Head SEND/SENDCo and other staff to ensure that Pupil Profiles are used to set subject-specific targets and match work well to pupils' needs

	<ul style="list-style-type: none"> • To act as a role model of good classroom practice for other teachers, modelling effective strategies with them • To deliver training to colleagues to promote inclusive practices and to aid the effective teaching of SEN students <p>Support For The Curriculum</p> <ul style="list-style-type: none"> • To work with the SEND department to promote an inclusive curriculum • To develop curriculum resources to ensure that pupils identified on the SEN Register have the required levels of support <p>Support For The School</p> <ul style="list-style-type: none"> • To represent the Deputy Head SEND/SENDSCO when necessary • To establish and maintain professional relationships within the school, with other schools, other services or agencies, parents and students • To work with primary schools and parents to ensure the successful transition of year 7 pupils • To support the Deputy Head SEND/SENDSCO in managing the implementation of an inclusive curriculum, including courses for pupils with Special Educational Needs • To work remotely when required
Pastoral System:	<ul style="list-style-type: none"> • To act as a form tutor and monitor and support pupils progress, within your tutor group. • Deliver and contribute to the PSHE, citizenship and enterprise programmes within your tutor group. • To ensure the Behaviour Management system is implemented in the department so that effective learning can take place
Additional Duties:	<ul style="list-style-type: none"> • To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example • Any other duties as directed by the Headteacher

This job description may be amended at any time, following consultation between the Headteacher and postholder. These are broad descriptions of the types of duties/activities expected of the post and are not an exhaustive list. The Headteacher retains the right, as a condition of your employment, to require you to undertake such other duties as may reasonably be expected of you in this post. These duties will correspond to the general character of the post and are commensurate with its level of responsibility.

Postholder Name:.....

Date:

Postholder Signature:.....
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Date: