



## Job Description – SENDCO

### Job Purpose:

The SENDCO is the strategic champion for equity and access, responsible for driving all Special Educational Needs and Disabilities (SEND) provision, emotional literacy initiatives, and holistic student support. This role ensures a culture where every learner, regardless of barrier, is safe, valued, and empowered to achieve their full potential.

Oversight of the day-to-day operation of relevant policies, practice and procedures with the aim of maximising achievement, engagement and experience of pupils with SEND.

This role is advertised as full or part time. It is anticipated that the SENDCO role will be the equivalent of two or three days per week, with the successful candidate teaching for any remainder of their days in school. This strategic role includes membership in the Senior Leadership Team (SLT), contributing to whole-school policy and direction.

### Areas of Responsibility and Key Tasks:

- Lead on the provision and allocation of support staff to ensure the needs of pupils with SEND are fully met
- To champion the school's nurturing ethos, developing and overseeing the effectiveness of all targeted and specialist interventions
- Ensure that the school carries out its statutory responsibilities regarding all students with an Education and Health Care Plan. Analyse and interpret relevant school, local and national data, to include the collection and interpretation of relevant specialist assessment data to inform practice
- Develop and maintain trusting, professional relationships with parents and carers of children with SEND, ensuring their voices are central to the planning and review process.
- Design and deliver ongoing whole-school and targeted training for staff on key areas of inclusion, such as specific learning difficulties, trauma-informed practice, attachment theory, and positive behaviour strategies
- Provide regular information to the Headteacher, Primary SLT and local governing board on the evaluation and impact of SEND provision, and effective deployment of staff and resources
- Exercise a key role in assisting the Headteacher, Deputy Headteacher and Governors with the strategic development of SEND policy/provision. To include, but not limited to, updating these annually, disseminating appropriate updates to all relevant stakeholders including writing and contributing to annual SEND information reports, and updating the school's listing on the Wokingham website
- Maintain accurate, detailed, and confidential records of all provision and meetings related to pupil needs
- Plan for, teach and assess learning of whole classes, smaller groups across the primary age range as required, in line with the school's class teacher job description