

## THE FRANCES BARDSLEY ACADEMY FOR GIRLS

JOB TITLE:	<b>SENDCO INCLUDING ADVISOR FOR THE TRUST ON SEND NEEDS</b>
STATUS:	PERMANENT, FULL-TIME
GRADE:	Leadership Scale L3-7 incl. Outer London Weighting
RESPONSIBLE TO:	HEAD of SCHOOL
RESPONSIBLE FOR:	WHOLE SCHOOL SENCO, EAL

### JOB PARTICULARS

- To be responsible for all aspects of provision and support for SEND students including ensuring effective transition to the school, liaising with parents, managing the team of HLTAs and LSAs, disseminating good practice to staff and creating effective programmes for SEND students at FBA
- To be responsible for students with English as an additional language.
- To act when required as the Deputy Safeguarding Lead and fulfil all the required duties under statutory guidance
- To liaise with external providers and stakeholders as needed
- To support key events
- To line manage and develop the SEND team.
- To act as an advisor across the LIFE Education Trust and to support SEND at The Bridge

### OTHER DUTIES:

- Comply with any reasonable request from the Heads of School to undertake work of a similar level that is not specified in this job description
- To play an active role in the life of the school, upholding the values of the School and inspiring confidence in those on the staff.
- Lead duty teams and be active before school, at break, lunchtimes and after school, to ensure excellent standards of behaviour upholding the school behaviour policy
- To be available to respond to unplanned situations and react professionally
- Contribute to public events supporting the school's aims and values
- Attend governor meetings and sub-committees as required
- To manage budgets efficiently and effectively, liaising with the Business & Development Manager and Heads of School as appropriate
- To create, monitor and review policies appropriate to the role
- To consistently support and implement the whole school behaviour policy

This job description is current at the date shown, but, in consultation with you, may be changed by the Heads of School to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed: \_\_\_\_\_ (Heads of School)      Date: \_\_\_\_\_

I acknowledge that I have seen and received a copy of the job description

Signed: \_\_\_\_\_ (SENDCO)      Date: \_\_\_\_\_