POST TITLE: Special Educational Needs Coordinator

General Information

Post Purpose:

Under the reasonable direction of the Head Teacher and Assistant Head of SEND, carry out the professional duties of a SENCo as outlined in this job description.

To contribute to raising standards of student attainment. To facilitate and encourage a learning experience which provides students with the opportunity to achieve their full potential.

To develop and enhance the teaching practice of others.

To monitor and support the overall progress and development of students as a SENCo within the school.

Reporting to: Assistant Head of SEND.

Responsible for: The provision of a full learning experience and support for students.

Effectively and professionally fulfilling the duties outlined within this job description.

Liaising with: Head Teacher, Leadership Team, teachers and support staff, LA representatives. External agencies, parents and carers as directed.

Working Time: Full time, Term time.

Salary/Grade: To be discussed at interview.

Disclosure Level: Enhanced.

Duties of the SENCo

* To oversee the day to day operation of the school’s SEND policy.
* To answer requests for advice from teachers.
* To co-ordinate provision, including liaison with all teachers involved.
* To maintain records of relevant information for all pupils with special needs.
* To establish and contribute to SEND inset and staff training.
* To liaise with external agencies.
* To help and advise the class teacher on assessing the child.
* Where relevant, to draw up, maintain and review an individual SEND pupil plan.
* To work with the external specialists and professionals.
* To consider different teaching approaches, support materials and technology.
* To ensure effective systems of communication, including feedback about pupil’s learning to

inform future planning.

* To monitor the quality of SEN support by establishing effective systems to identify and

meet the needs of pupils, whilst ensuring that the systems are coordinated, evaluated and regularly reviewed.

* To maintain up-to-date knowledge of National and Local initiatives which may impact upon

policy and practice.

* To co-ordinate the application for and of special arrangements in external examinations

in conjunction with the Examinations Officer.

* To direct staff designated as intervention support, as appropriate.
* To attend and complete PEP meetings and documents.
* To collate and produce reports within the annual review cycle.
* To ensure effective communication, as directed, with the parents/ carers of students.
* To promote, where directed, the development of effective links with external agencies.

Teaching

* To assist in the implementation of school policies and procedures, for example Safe Guarding,

Equal Opportunities, Health and Safety and Behaviour Management etc.

* To work with colleagues to formulate aims and objectives for the department which have

coherence and relevance to the needs of students and to the aims and objectives of the school.

* To assist in the management of the department budget, accommodation and resources, and to

ensure that the planning activities of the department reflect the needs of the students and the aims and objectives of the school.

* To teach a class of Key Stage 3 or 4, to a maximum of 5 hours a week. This is likely to be a core subject depending on experience.
* To keep up to date with national developments in the subject area and teaching practice and

methodology.

 Provision

* To liaise with Assistant Head of SEND and SLT to ensure the delivery of an appropriate,

comprehensive, high quality and cost-effective provision which complements the school’s strategic objectives.

* To support development within the SEND department.
* To work with the Assistant Head of SEND to ensure that staff development needs are identified and

that appropriate programmes are designed to meet such needs.

 Quality Assurance

* To ensure the effective operation of quality of SEND provision such as intervention.
* To assist in the process of the setting of targets within the SEND department and to work towards their achievement.
* To participate in the monitoring and evaluation of the relevant curriculum area of SEND in line with agreed school procedures, including evaluation against quality standards and performance criteria.
* To seek/implement modification and improvement where required within the relevant curriculum

area.

 Management Information

* To ensure, in partnership with the Assistant Head of SEND, the maintenance of accurate and up-to‑date information concerning the SEND department.
* To assist in the use of analysis and evaluation of performance data for the department.
* To line manage select staff attached to the department.

School Ethos

* To play a full part in the life of the school community, to support its distinctive mission statement and ethos and to encourage staff and students to follow this example.
* To comply with the school’s Health and Safety policy and undertake risk assessments as appropriate.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavor to make any necessary reasonable adjustment to the job and theb working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.