



Job details

Job title: Associate Assistant Head: Special educational needs co-ordinator (SENDCO)

Salary: L8 to 11 - £50151 - £54091

Hours: Full time

Contract type: Permanent

Reporting to: Assistant Head Pastoral

Responsible for: Assistant SENDCO, Teaching Assistants.

Main purpose

The SENDCO, under the direction of the Headteacher, will:

- Determine the strategic development of special educational needs (SEN) policy and provision in the school
- Be responsible for day-to-day operation of the SEN policy and co-ordination of specific provision to support individual pupils with SEN or a disability
- Provide professional guidance to colleagues, working closely with staff, parents and other agencies
- The SENDCO will be expected to fulfil the responsibilities of a teacher, as set out in the STPCD

Duties and responsibilities

Strategic development of SEN policy and provision

- Have a strategic overview of provision for students with SEN or a disability across the academy, monitoring and reviewing the quality of provision
- Contribute to school self-evaluation, particularly with respect to provision for pupils with SEN or a disability
- Make sure the SEN policy is put into practice and its objectives are reflected in the school improvement plan (SIP)
- Maintain up-to-date knowledge of national and local initiatives that may affect the academy's policy and practice
- Evaluate whether funding is being used effectively, and suggest changes to make use of funding more effective

Operation of the SEN policy and co-ordination of provision

- Maintain an accurate SEND register and provision map
- Provide guidance to colleagues on teaching students with SEN or a disability, and advise on the graduated approach to SEN support
- Advise on the use of the school's budget and other resources to meet students' needs effectively, including staff deployment
- Be aware of the provision in the local offer
- Work with early years providers, other schools, educational psychologists, health and social care professionals, and other external agencies
- Be a key point of contact for external agencies, especially the local authority (LA)
- Analyse assessment data for pupils with SEN or a disability
- Implement and lead intervention groups for pupils with SEN, and evaluate their effectiveness
- Coordinate a cycle of regular review meetings with parents of children with SEN





Support for pupils with SEN or a disability

- Identify a pupil's SEN
- Co-ordinate provision that meets the pupil's needs, and monitor its effectiveness
- Secure relevant services for the student
- Ensure records are maintained and kept up to date
- Review the education, health and care plan (EHCP) with parents or carers and the student
- Communicate regularly with parents or carers
- Ensure if the student transfers to another school, all relevant information is conveyed to it, and support a smooth transition for the student
- Promote the student's inclusion in the school community and access to the curriculum, facilities and extra-curricular activities
- Work with the designated teacher for looked-after children, where a looked-after student has SEN or a disability

Leadership and management

- Work with the headteacher and governors to ensure the school meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements
- Prepare and review information the Local Academy Board is required to publish
- Contribute to the school improvement plan and whole-school policy
- Identify training needs for staff and how to meet these needs
- Lead INSET for staff
- Share procedural information, such as the school's SEN policy
- Promote an ethos and culture that supports the school's SEN policy and promotes good outcomes for pupils with SEN or a disability
- Lead and manage teaching assistants (TAs) working with students with SEN or a disability
- Lead staff appraisals and produce appraisal reports
- Review staff performance on an ongoing basis
- Line Manage the Assistant SENDCO

Other areas of responsibility

As a member of the academy leadership team, you will:

- Line Manage a Faculty
- Be linked to a House within the academy pastoral structure
- Have an agreed teaching commitment
- Undertake other duties to support the ethos of the academy to include SLT duties and on call.
- The SENDCO will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.
- This role involves daily contact and regulated activity with children.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the SENDCO will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Head.



Person specification

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and training	<ul style="list-style-type: none"> Degree Qualified teacher status Currently undertaking the National SENCO Award as outlined in paragraph 6.85 of the SEND Code of Practice 	<ul style="list-style-type: none"> Hold the National SENCO Award as outlined in paragraph 6.85 of the SEND Code of Practice Training in a specific areas of SEN
Experience	<ul style="list-style-type: none"> A track record of outstanding teaching and outcomes Experience of working at whole school level Involvement in self-evaluation and development planning Experience of conducting training/leading INSET Successful leadership of teams Experience of multi-agency working Have experience of successfully working with parents of children with complex needs 	<ul style="list-style-type: none"> Experienced and successful SENDCO Experience of bid writing and EHCP assessments <p>Experience of implementing access arrangements</p>
Skills and knowledge	<ul style="list-style-type: none"> Sound knowledge of the SEND Code of Practice Understanding of what makes 'quality first' teaching, and of effective intervention strategies Ability to plan and evaluate interventions High levels of skill in IT Data analysis skills and the ability to use data to inform provision planning Effective communication and interpersonal skills Ability to build effective working relationships Ability to influence and negotiate Good record-keeping skills 	
Personal qualities	<ul style="list-style-type: none"> Commitment to getting the best outcomes for students and promoting the ethos and values of the academy Commitment to equal opportunities and securing good outcomes for pupils with SEN or a disability Ability to work under pressure and prioritise effectively 	





The
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Academy

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www.theacademycarlton.org.uk

Headteacher: Ms M Egwuma

Executive Headteacher: Mr R Pierpoint

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| | <ul style="list-style-type: none">• Commitment to maintaining confidentiality at all times• Commitment to safeguarding and equality• Reliable and acts with integrity | |
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This role involves working in regulated activity with children and an Enhanced DBS clearance is required for this position.

Notes:

This job description may be amended at any time in consultation with the postholder.

If you don't have all of the experience listed above, but are interested in applying, contact Ms Egwuma, Headteacher, on the academy telephone number or via email to m.egwuma@theacademycarlton.org





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