

**Galley Common Infant School**  
**Job Description for the SEN Coordinator**

**The Key Task**

The key task of the SENDCo is to ensure that the SEN provision is both efficiently and effectively managed. The SENDCo also needs to ensure that legal requirements are met.

**Core Purpose of The Post**

The SENCO with the support of the Head Teacher and governing body takes responsibility for the day-to-day operation of provision made by the school for pupils with SEN and provides professional guidance in the area of SEN in order to secure high quality teaching and the effective use of resources to bring about improved standards of achievement of all pupils.

**Main Responsibilities**

- Strategic direction and development of SEN provision
- Teaching and learning
- Leading and managing staff
- Efficient and effective deployment of staff and resources

**In addition:**

- Provide high-quality SEND Support to all pupils, ensuring they receive the right help as early as possible
- Follow EHCP procedures in conjunction with external agencies and the Local Authority as appropriate, including chairing annual and interim review meetings and ensuring subsequent action is carried out by all necessary parties
- Liaise with, advise and support teaching staff/parents in understanding the learning needs of pupils
- Develop effective liaison with external agencies in order to provide maximum support for pupils

**Strategic direction of SEN provision**

- Ensure effective systems of communication including feedback about pupil's learning to inform future planning
- Monitoring 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.
- Ensure that the objectives of the SEN policy are reflected in the school improvement plan. Liaise with and coordinate the contribution of external agencies
- Up-to-date knowledge of National and local initiatives which may impact upon policy and practice.
- A member of the school leadership team.

## **Teaching and learning**

- Influencing the whole Teaching and Learning policy to promote aspects of inclusive teaching
- Leading INSET where appropriate, this may include working parties
- Opportunities for observation of colleagues/visits to other schools in order to share best practice.
- Collect and interpret specialist assessment data gathered on pupils and use to inform practice.
- Work with pupils, subject leaders, class teachers to ensure realistic expectations of behaviour and achievement is set for SEN pupils Support developments and initiatives to improve standards in literacy and numeracy as well as access to the wider curriculum
- Overseeing and monitoring the quality of PCP's such as pastoral support plans and maintaining detailed information for subsequent meetings with parents
- Develop systems for colleagues to monitor and record progress made by pupils with SEN towards the achievement of targets set in PCPs
- Working with the Head Teacher in meeting statutory responsibilities for SEN EHCPs and their Annual Reviews

## **Leading and managing staff**

- Encourage all staff to recognise and fulfil their statutory responsibilities
- Develop proformas for essential repetitive paperwork, in order to create an administrative infrastructure as part of an effective communications system.
- Identifying the training needs of staff and organising/coordinating INSET to be delivered by other professionals
- Disseminate procedural information such as recommendations of the code of practice, Warwickshire guidance, or the schools own SEN policy
- Ensure the establishment of opportunities for SEN Teaching Assistants to review the needs, progress and targets of pupils with learning difficulties
- Lead and support SENDCo non-teaching staff through performance management and appraisal.
- Provide regular information to the Head Teacher, Governing Body on the evaluation of the effectiveness of provision for pupils with SEN, to inform decision-making and policy review

## **Efficient and effective deployment of staff and resources**

- Provide advice to the LMT relating to resource requirements, the deployment of staff and timetabling in relation to the support of SEN
- Organise and coordinate the work of colleagues to ensure appropriate deployment of learning resources including ICT
- Maintain existing resources and explore opportunities to develop or incorporate new resources from the wide range available within and externally to the school

## Safeguarding

The jobholder is expected to observe their obligations in accordance with the schools Child Protection Procedure, and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. A copy of the schools Child Protection Procedure can be obtained from the school

***The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

This job description will be reviewed regularly and may be subject to modification and amendment after consultation with the post holder.

Signed

Teacher \_\_\_\_\_ Date \_\_\_\_\_

Head Teacher \_\_\_\_\_ Date \_\_\_\_\_

Review Date: May 2024