



CITY of SHEFFIELD

JOB DESCRIPTION

CHILDREN AND YOUNG PEOPLE'S DIRECTORATE	This authority / school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment
SERVICE	Westways Primary School
POST TITLE	SEN CO-ORDINATOR
GRADE	
RESPONSIBLE TO	Headteacher
RESPONSIBLE FOR	
HOLIDAY AND SICKNESS RELIEF	
PURPOSE OF JOB	

JOB DESCRIPTION FOR POST OF:- SEN CO-ORDINATOR

SPECIFIC DUTIES AND RESPONSIBILITIES

This Job Description is an initial draft that will be subject to further consultation with the successful candidate.

The Job Description should be read alongside the range of professional duties of Teachers as set out in Part X11 of the Teachers' Pay and Conditions Document, sections 48 to 50, a copy of which is appended for information.

1. Strategic Direction and School Development

- 1.1 To co-ordinate, plan, implement and evaluate learning support for students throughout the school, including liaison with other staff and 'outside' agencies as appropriate.
- 1.2 To raise Pupil Achievement in the curriculum area by monitoring, in liaison with the Deputy Headteachers and Senior Teachers, pupil progress and learning.
- 1.3 Responsible promoting and developing culture of uncompromising mutual respect between teachers and pupils.

2. Key Tasks

- 2.1 To co-ordinate SEN support throughout the school.
- 2.2 To ensure effective implementation of the Code of Practice.
- 2.3 To develop, monitor and evaluate the work and responsibilities of learning support staff.
- 2.4 To co-ordinate diagnostic assessment of pupils and placement on the SEN register.
- 2.5 To maintain records, co-ordinate review processes, and manage IEP's for students with SEN's.
- 2.6 To attend, run and minute Learning Support/SEN meetings as requested.
- 2.7 To ensure regular and proper communication with parents and carers.
- 2.8 To teach or support groups and/or individual students as appropriate according to their educational needs, including the setting and monitoring of work to be carried out by the student(s) at school and elsewhere.

- 2.9 To plan and prepare courses and activities for the integration of the work of students relating to the work and curriculum of the school; and to participate in the effective delivery of cross-curricular programmes of teaching and other timetabled activities.
- 2.10 To assess and report upon the progress of students in line with School Assessment Policy and SEN Policy.
- 2.11 To have an overview of, and contribute to, the planning and delivery of staff development and training related to SEN/Learning Support.

3. Management of Personnel and Resources

- 3.1 To manage any budget identified/available for SEN/Learning Support and for recording and reporting on SEN/Learning support budgetary matter as required and appropriate.
- 3.2 To explore potential sources of funding and to prepare and submit bids in conjunction with the SMT for improving and developing SEN/Learning Support provision to the school.
- 3.3 To supervise and manage the work of SEN/Learning Support staff, both teaching and non-teaching, employed in the school.
- 3.4 To undertake performance management responsibility as required and appropriate to the position.

4. Accountability

- 4.1 To the Senior Management Team and Governing Body for the effective fulfilment of the roles and responsibilities in 1 to 3 above
- 4.2 To provide support for staff and students, and to provide high quality service and activities which lead to improved standards focused on the core objective of enabling students to succeed in their learning.

Footnotes:

The above details are not exhaustive and the postholder may be required to undertake tasks, roles and responsibilities as may reasonably be assigned to him/her by the Senior Management Team.

This Job Description may be reviewed at any time via consultation between the Governing Body and/or Senior Management Team representatives and the postholder as may be necessary and appropriate to the needs of the school. Trade Union representation will be welcomed at any such consultations.

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