

## JOB DESCRIPTION

<b>JOB TITLE</b>	SEND CO
<b>EMPLOYER</b>	UNIVERSITY OF BRIGHTON ACADEMIES TRUST
<b>LOCATION (Academy)</b>	CHURCHWOOD PRIMARY ACADEMY
<b>RESPONSIBLE TO</b>	PRINCIPAL
<b>GRADE</b>	TMS to UPS + SEND ALLOWANCE
<b>MAIN PURPOSE OF THE JOB</b>	<p>To provide outstanding practice across the academy with regards to SEND pupils and vulnerable learners.</p> <p>To ensure that there is a culture of high expectations for SEND pupils and that their needs are met to enable them to meet their full potential through high quality provision.</p>
<b>MAIN TASKS / KEY RESPONSIBILITIES</b>	
<b>1</b>	To demonstrate a commitment to the academy vision and the strategic development of the academy in terms of SEND;
<b>2</b>	To ensure that the academy complies with statutory frameworks through policy review and implementation;
<b>3</b>	To have day-to-day responsibility for the operation of SEND policy and co-ordination of specific provision made to support individual pupils with SEND, including those who have EHC plans;
<b>4</b>	To provide professional guidance and liaison, working closely with staff, parents and other agencies. To have an awareness of the provision in the Local Offer and be able to work with professionals providing a supportive role to families to ensure that pupils with SEND receive appropriate support and high quality teaching;
<b>5</b>	To develop high quality wave 1 teaching for pupils with SEND, to ensure an inclusive approach to all classrooms and areas of the academy, underpinned by high expectations for SEND pupils;
<b>6</b>	To develop high quality wave 2 and 3 intervention for pupils with SEND, monitor the impact and make adaptations where required to ensure best value for money;

7	To provide training, support and professional development for all staff to ensure effective wave 1 and 2 provision in the classroom;
8	To analyse and interpret academy, local and national data to inform priorities for development;
9	To monitor and track the progress of all SEND pupils and develop a culture of 'no excuses' to ensure at least expected progress for SEND pupils;
10	To act as the Designated LAC Teacher for the academy, to ensure the high quality educational provision for Looked After Children;
11	To work effectively with the Principal and Local Board to ensure that the school meets its responsibilities under the Equality Act (2010) with regard to reasonable adjustments and access arrangements and that they are well informed about policies, plans and priorities;
12	To provide a high quality model for teaching and learning with regards to SEND pupils and lead the day-to-day provision for SEND pupils and ensure the effective deployment of resources to support SEND pupils, monitor the effectiveness of this resource and redeploy as necessary;
13	To collect and interpret specialist assessment information with regards to SEND pupils and coordinate the annual review and statutory assessment process;
14	To provide professional guidance, development and line management for staff to secure good and outstanding teaching and provision for SEND and vulnerable pupils;
15	To ensure the effective transition for SEND pupils between schools ;
16	To ensure a proactive approach to the day to day operational aspects of the academy community to ensure that it runs smoothly and efficiently, whilst maintaining a high profile throughout the academy;
17	Undertake such other duties as reasonably correspond to the general character of the post and commensurate with membership of the Senior Leadership Team;
18	To carry out all activities in such a manner that data protection requirements are met and are in line with the Academy's policies for Health and Safety, and Equal Opportunities etc
<p>This Job Description is correct at the time of print and gives the main responsibilities and tasks of the role. These may however be changed or added to as appropriate.</p> <p>There may also be the need for staff to undertake additional duties from time to time, appropriate to the level of the post. Should these additional tasks become a frequent part of the role, the job description will be revised through consultation with the post holder.</p>	
<b>Date: 29<sup>th</sup> January 2019</b>	
<ul style="list-style-type: none"> <li>• This post is subject to an Enhanced DBS (Criminal Record Check)</li> <li>• This post is exempt from the Rehabilitation of Offenders Act (1974) – applicants must be prepared to disclose all criminal convictions and cautions including those that would otherwise be spent under the Act.</li> </ul>	
<p><b>The University of Brighton Academies Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.</b></p>	

## PERSON SPECIFICATION

### ESSENTIAL CRITERIA

#### EDUCATION AND QUALIFICATIONS

- 1.1 Qualified Teacher Status plus evidence of continuous professional development
- 1.2 SENDCO accreditation or evidence of working towards it

#### KNOWLEDGE AND EXPERIENCE

- 2.1 Planning for and teaching an assigned class of pupils with SEND within the statutory requirements of the Curriculum
- 2.2 Meeting statutory requirements in the recording of pupils' progress and attainment
- 2.3 Liaising with parents/carers, other schools, outside agencies and the community
- 2.4 Maintaining a well organised and stimulating environment in which SEND pupils are encouraged to learn with confidence and high self- esteem, adapting learning to meet pupils needs appropriately
- 2.5 Familiarity with subject-specific health and safety requirements, where relevant, and the ability to plan lessons to avoid potential hazards
- 2.6 The characteristics of effective teaching and learning styles, including the main strategies for improving and sustaining high standards of pupil achievement, and promoting their spiritual, moral, social and cultural development and good behaviour, and how those strategies can be used to support pupils with SEND
- 2.7 How to devise, implement and evaluate systems for identifying, assessing and reviewing pupils' SEND in relation to the Academy's SEND policy
- 2.8 The purpose of individual plans and how they are formulated, implemented and reviewed
- 2.9 The resources which can help pupils with SEND and how they can be used to best effect
- 2.10 In collaboration with the Computing subject leader, how information and communications technology can be used to help pupils gain access to the curriculum, as an aid to teaching and learning and as a means of communication between those teaching pupils with SEND
- 2.11 Relevant legislation, including the SEND Code of Practice and equal opportunities legislation and how these apply to pupils with Education, Health and Care Plans as well as those without
- 2.12 The requirements to communicate information effectively to the LA, external agencies, parents/carers and other schools on transfer and how to interpret specialist information in support of teaching programmes
- 2.13 The implications of information and guidance documents from the LA, the DfE and other national and specialist bodies/associations

#### KEY SKILLS AND ABILITIES

- 3.1 An ability to create and foster commitment and confidence among staff to meeting the needs of pupils with SEND

- 3.2 Set standards and provide examples of best practice for other teachers in identifying, assessing and meeting pupils' SEND
- 3.3 The ability to provide professional direction to the work of others and how to contribute to the professional development of other staff in relation to pupils with SEND
- 3.4 The ability to develop record systems which support the work of academy staff
- 3.5 Making appropriate judgements over issues of confidentiality
- 3.6 The ability to make decisions based on analysis, understanding and interpretation of relevant data and information
- 3.7 The ability to communicate effectively, orally and in writing, to the Principal, parents, Local Board and external agencies including the LA

#### **PERSONAL ATTRIBUTES**

- 4.1 Ability to demonstrate commitment to Equal Opportunities
- 4.2 Willingness to participate in further training and development opportunities offered by the Academy, to further knowledge