

DISCOVERY PRIMARY ACADEMY

JOB DESCRIPTION AND KEY ACCOUNTABILITIES

Post Title: Special Educational Needs Coordinator

MAIN PURPOSE OF JOB

- To provide strategic leadership of the provision for children with special educational needs and disabilities (SEND).
- Identification and assessment of children with SEND.
- Support staff in the use of Edukey
- Ability to lead, manage and effectively deploy staff and resources to meet the needs of children with SEND.
- To take a full role within the school community as a Senior Middle Leader.
- To attend Senior Team meetings when required
- Ensure that all staff, teaching and non-teaching, are provided with relevant up to date information and training relating to the support of identified children.
- To lead on raising standards of attainment and achievement with SEND children in all year groups and ability profiles including some classroom teaching.
- To ensure that paperwork relating to children with SEND meets statutory requirements.
- To develop and maintain excellent relationships with parents of children with SEND, the local authority and relevant external organisations.
- Work with the Academy Business Manager to check the funding status of our EHCP children.
- Apply for funding to the LA panel to match the provision as outlined in EHCP's.
- Work alongside designated staff on ensuring our CENSUS is up to date in regard to children in the LEAP Room and SEND.
- To lead the process of monitoring and evaluation of SEND in line with agreed academy policies and procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.
- To implement internal QA systems within SEND regarding tracking of student attainment, achievement, experience and support.
- To undertake regular appraisal and target setting meetings and reviews with line managed staff.
- To pay due regard to the academy's equality policy and its application in the work of SEND children support system.
- To promote the general progress and wellbeing of individual children and provide guidance and advice as necessary.
- To participate in staff meetings which relate to curricular, guidance, administrative and organisational issues.
- Ensure that there is a strategic overview of provision for children with SEND across the academy which maximises their potential
- To deliver the academy's SEND policy.
- To cover some classroom based teaching where necessary.
- To monitor the effectiveness of intervention for children with SEND by outcome.
- Lead and manage the Academy team of Teaching Assistants in DPA, working directly with children with SEND and ensure that they are effectively deployed.
- Ensure that the Senior Leadership Teams and the Local Governing Committee of the Academy are informed about current good practice and legislation relating to SEND and inclusion and that policies and practices relating to SEND are up to date.
- Liaise effectively with staff across the academy, including pastoral, attendance and behaviour support teams, to ensure high quality provision for children with SEND.
- Lead on the development and implementation of inclusive practice throughout the academy and liaise with teachers across the academy, including delivering appropriate training when necessary.
- Maintain an accurate SEND register and provision map reviewed on a termly basis to ensure that

provision meets the needs of children and statutory provision at all times, including overseeing the identification and review of children with SEND.

- Ensure that Education and Health Care Plans (EHCPs) and other relevant documentation relating to children with SEND are regularly reviewed with children, parents and other agencies and recommendations made are implemented.
- Monitor, analyse and report on statutory assessment information for children with SEND to ensure that they make excellent progress.
- To support safeguarding issues particularly in relation to SEND children and ensure that DSLs (and Safeguarding team) are informed of concerns.
- To lead on the provision and guidance regarding SEND children on safeguarding and safe practices.
- To lead and manage transitions for SEND children at key points in their academic journey
- To liaise with outside agencies as appropriate.

SENCO's responsibilities (SEND Code of Practice 2014)

Paragraph 6.90 (on pages 108-109) of the Code of Practice sets out the main responsibilities of the SENCO. It says that SENCOs may be expected to:

- Oversee the day-to-day operation of the academy's SEND policy
- Co-ordinate provision for children with SEND
- Liaise with the relevant designated teacher for looked after children.
- Advise on the graduated approach to providing SEND support
- Advise on the deployment of the academy's delegated budget and other resources to meet children's needs effectively
- Liaise with parents of pupils with SEND
- Liaise with previous setting, other schools, educational psychologists, health and social care professionals, and independent or voluntary bodies
- Act as a key point of contact for external agencies
- Work with the Headteacher and Governing Body to ensure that the academy meets its statutory responsibilities under the Code of Practice (2014), the Equality Act (2010)
- Ensure that the records of all children with SEND are up to date

The SENCO is responsible for:

- Identifying children with SEND
- Selecting and coordinating provision that meets those needs
- Monitoring the effectiveness of any SEND provision made for the child
- Securing relevant services for the child
- Liaising with and gathering information from teachers, pastoral team and any other staff
- Liaising with and providing information to a parent of the child on a regular basis
- Promoting the child's inclusion in the academy community and access to the academy's curriculum, facilities and extra-curricular activities
- Selecting, supervising and training Teaching Assistants who work with children who have SEND
- Advise teachers about differentiated teaching methods appropriate for individual children
- Contribute to INSET for teachers at the academy
- Preparing and reviewing a termly report for the Governing Body

LINE MANAGEMENT

- To be responsible for the day-to-day management of Teaching Assistants within the academy and act as a positive role model.
- To delegate roles and responsibility to staff within the subject area and monitor progress.
- To support and guide staff within the academy appropriately
- To advise on performance

PASTORAL SYSTEM

- To monitor and support the overall progress and development of children within the academy.
- To monitor SEND children's attendance together with children's progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.

- To ensure the behaviour management system is implemented in the academy so that effective learning can take place.

ADDITIONAL DUTIES

To play a full part in the life of the academy community, to support its distinctive mission and ethos and to encourage and ensure staff and children to follow this example

Whilst every effort has been made to explain the main duties and accountabilities of the post, each individual task undertaken may not be identified.

Other Specific Duties

You are to carry out the duties of a school teacher as set out in Pay and Conditions Document 1994 and subject to any amendments due to government legislation. This includes any duties as may be reasonably directed by the Headteacher.

To continue personal development as agreed.

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 while following the Trust Code of Conduct at all times.

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