



**Educational Diversity**  
**Job Description and Personal Specification**  
**Special Educational Needs Coordinator**

<b>Post Title:</b>	Special Educational Needs Coordinator
<b>Status:</b>	Fulltime and permanent
<b>Job Overview:</b>	<p>Help the Headteacher and governing board determine the strategic development of the special educational needs (SEN) policy and provision in your school.</p> <p><u>Have day-to-day responsibility for:</u></p> <ul style="list-style-type: none"> <li>• Implementing the SEN policy</li> <li>• Co-ordinating any specific provisions for individual pupils with SEN, including those with education, health and care (EHC) plans</li> <li>• Advising staff about SEN strategy and provision</li> <li>• Working closely with staff, parents and local agencies</li> </ul> <p>The governing board (Management Committee) will decide on any other duties.</p>
<b>Reporting to:</b>	The Headteacher
<b>Liaising with:</b>	Headteacher, senior leadership team, Governing Body (Management Committee), teachers and support staff, Local Authority, external agencies and parents/carers.
<b>Working time:</b>	Full time as specified within the STPCD
<b>Salary /Grade:</b>	TLR2b
<b>Disclosure Level:</b>	Enhanced
<b>Conditions of Employment:</b>	No holidays are permitted during term time.

<b>Main Duties / Job Outline</b>	<p>Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher as set out in the current School Teachers' pay and conditions document (STPCD).</p> <p>Work with teachers within the school in order to:</p> <ul style="list-style-type: none"> <li>• Raise standards of SEND student attainment and achievement within the whole curriculum area and monitor and support student progress.</li> <li>• Be accountable for SEND student progress and SEND development.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Develop and enhance the teaching practice of others.</li> <li>• Develop appropriate resources and assessment.</li> <li>• Formulate aims, objectives and strategic plans for SEND which have coherence and relevance to the needs of the students and the strategic aims of the school.</li> <li>• Implement school policies and procedures e.g. equal opportunities, Health and Safety, safeguarding etc.</li> <li>• Carry out quality assurance within the school to inform priorities.</li> </ul> <p>As the SENDCO you will lead a team and line manage teachers and support staff as delegated through the line management structure.</p> <ul style="list-style-type: none"> <li>• Line manage TLR Holders / teachers and support staff as delegated through the line management structure.</li> <li>• Lead SEND self-evaluation.</li> <li>• Promote the wellbeing / morale of colleagues.</li> <li>• In conjunction with the Headteacher ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for SEND students in the school, in accordance with the school's aims and curricular policies.</li> <li>• Be accountable for leading, managing and developing SEND in the school.</li> <li>• Manage effectively and deploy teaching / support staff, financial and physical resources within SEND.</li> <li>• Support the Headteacher on developing a strong clear vision for SEND Quality of Education ensuring it is a lived experience and embedded at all levels throughout the school.</li> <li>• Contribute to whole school strategic planning through completion of relevant parts of the SEF/SIP.</li> <li>• Use external and internal research and development to innovate and improve teacher practice across the school providing a research-led approach.</li> <li>• Complete quality assurance relevant to the area of focus in order to measure impact and inform planning.</li> <li>• Plan and deliver appropriate whole school CPD.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Work with School Leaders to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.</li> <li>• Undertake Appraisal Reviews and act as reviewer for a group of staff.</li> <li>• Model highly effective teaching and learning, responding to the changing needs of students and constantly developing classroom practice . There is an expectation to teach a timetable of an appropriate allocation of lessons.</li> <li>• Continue own professional development as agreed with the Headteacher.</li> <li>• To carry out any pastoral support as required.</li> <li>• Evaluate the views of students, parents, carers and stakeholders and act on recommendations where appropriate.</li> <li>• Liaise with parents, carers and stakeholders in order to facilitate clear communication.</li> </ul>
<b>Coordinate provision for individual pupils.</b>	<p>This includes:</p> <ul style="list-style-type: none"> <li>• Identifying pupils with SEND, and co-ordinating provision that meets those needs</li> <li>• Monitoring the effectiveness of any SEND provision for pupils</li> <li>• Making sure the school keeps up-to-date records of all pupils with SEND</li> <li>• Liaising with the relevant designated teacher where a looked-after pupil has SEND</li> <li>• Securing relevant services (e.g. provided by the local authority (LA)) for pupils with SEND</li> <li>• Promoting the inclusion of pupils with SEND within the school (e.g. in terms of access to the curriculum, extra-curricular activities etc.)</li> <li>• Formulate aims, objectives and strategic plans for SEND at Educational Diversity which have coherence and relevance to the needs of the students and the strategic aims of the school.</li> <li>• Implement school policies and procedures e.g. equal opportunities, Health and Safety, safeguarding etc.</li> <li>• Carry out quality assurance across the school to inform SEND priorities</li> </ul>
<b>Train and support staff</b>	<p>This involves:</p>

	<ul style="list-style-type: none"> <li>• Training teachers on differentiated and adapted teaching methods for pupils with SEND</li> <li>• Training staff on effective use of support staff</li> <li>• Recruiting and training SEND teaching assistants</li> </ul>
<b>Advise on the SEND support available</b>	<p>This includes:</p> <ul style="list-style-type: none"> <li>• Being aware of the services that the LA provides under the 'local offer'</li> <li>• Advising on the graduated approach to providing SEND support</li> </ul>
<b>Work with parents and other agencies</b>	<p>This involves:</p> <ul style="list-style-type: none"> <li>• Liaising with parents of pupils with SEND, including informing parents that their child might have SEND</li> <li>• Liaising with early years providers, other schools, educational psychologists, health and social care professionals, and independent or voluntary bodies</li> <li>• Being a key point of contact for external agencies, including the LA and its support services</li> <li>• Working with potential next providers of education to provide information to pupils and their parents about their options and to plan a smooth transition</li> <li>• Working with professionals providing independent support to families to ensure that pupils with SEND receive appropriate support and high-quality teaching</li> <li>• Passing on any relevant information if a pupil transfers to another school</li> </ul>
<b>Health and Safety Training</b>	<ul style="list-style-type: none"> <li>• To undertake Health and Safety Training on areas within the designated work area</li> <li>• During fire evacuations follow procedures explained in the Fire Safety and Evacuation Procedures Policy</li> </ul>
<b>Other Specific Duties</b>	<ul style="list-style-type: none"> <li>• To carry out the duties in the most effective, efficient and economic manner available</li> <li>• To continue personal development in the relevant area</li> <li>• To support the development and promotion of an image that is consistent with the aims of the school</li> <li>• Be aware of and comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person</li> </ul>

	<ul style="list-style-type: none"> <li>• Commitment and support to ensure equal opportunities for all</li> <li>• Contribute to the overall ethos / work / aims of the school</li> <li>• Appreciate and support the role of other professionals</li> <li>• Attend and participate in relevant meetings as may be reasonably directed</li> </ul>
<b>School Ethos</b>	<ul style="list-style-type: none"> <li>• Play a full part in the life of the school community, supporting its distinctive mission and ethos and encouraging staff and students to follow this example</li> <li>• Promote actively the school's corporate policies</li> <li>• Comply with the school's health and safety policy and undertake risk assessments as appropriate</li> </ul>

### Personal Specification

Requirements	Essential / Desirable
<b>Experience</b>	
Recent experience of successfully teaching your subject through the 11-16 age range or KS2-3 age range.	E
Proven skills in working with a wide range of student abilities	E
Previous leadership experience either in a subject, department/ faculty or whole school development issue with successful outcomes / impact	E
High expectations of your colleagues and all students	E
Impact in a context wider than own classroom	E
<b>Training &amp; Qualifications</b>	
Graduate level qualification in an appropriate discipline	E
Qualified Teacher Status	E
Obtained the National Award for SENCo and prepared to complete the new NPQ SENCO within 3 years of appointment	E
PAPAA (Postgraduate Award in Proficiency in Assessment for Access Arrangements)	E
Secure knowledge of safeguarding policies and procedures	E
Experience of professional leadership and training in Leadership and Management (NPQML/ SL)	D
High standard of numeracy and literacy	E
<b>Knowledge &amp; Understanding Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post</b>	
Secure knowledge of safeguarding policies and procedures and its promotion as a responsibility of every staff member.	E
Understanding the key current developments and issues in relation to Special Educational Needs.	E
Demonstrate knowledge of current research led best practice in relation to SEND teaching and learning.	E
<b>Personal Skills, Abilities and Competencies Applicants should be able to provide evidence that they have the necessary skills and abilities required</b>	
Ability to deliver polite, courteous and efficient service	E

Excellent communication skills to deal with staff, students and visitors regularly	E
Ability to use initiative to respond to and resolve problems	E
Ability to work effectively as part of a team and individually	E
Ability to respond to and resolve routine problems	E
Ability to work in accordance with the schools health and safety policies	E
Maintain confidentiality where appropriate	E
Adaptable, flexible, diplomatic, tactful and committed to success	E
Willingness to work occasional unsocial hours	E
Be aware of best practice with regard to working with young people with SEND	E
Ability to keep calm and focused in pressurised situations	E
Ability to work efficiently, organised and pays attention to detail	E
Professional appearance and manner, with the ability to promote a positive ethos in school	E
Personal Qualities	
Tact and a sense of humour	E
A personal and friendly nature	E
Application	
Accurate completion of school application form	E
Letter which addresses person specification, evidence in letter and application	E
High standards in spelling and writing	E
Legal Issues	
Legally entitled to work in the UK	E
Enhanced DBS Clearance	E
Valid UK Driving Licence, access to a vehicle with business insurance	D