## FAIRHOLME SCHOOL - JOB DESCRIPTION

Job Title: **SEND Coordinator**

Salary: **In accordance with the current School Teachers Pay and Conditions Document plus appropriate TLR2 for whole school area of accountability**

Line Manager: **Headteacher/members of the Senior Leadership Team and Governing Body**

## Main purpose of the job

* To take specific responsibility for the day to day operation of provision made by the school for pupils with SEN and/or medical needs and provide professional guidance in the area of SEN, in order to secure high quality teaching and learning and the effective use of resources to bring about improved standards of achievement for all pupils.
* To be an excellent classroom practitioner.
* To have an impact on educational progress beyond the assigned pupils.
* To work within the statutory framework which sets out the professional duties and responsibilities of a class teacher and in line with the duties outlined in the current School Teachers Pay and Conditions Document and Teachers Standards.
* Be responsible for the learning and achievement of all pupils in the classes/es ensuring equality of opportunity for all.
* Be responsible and accountable for achieving the highest possible standards in work and conduct.
* Treat pupils with dignity building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher’s professional position.
* Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of pupils.
* Take responsibility for promoting and safeguarding the welfare of children and young people within the school.
* Provide support to the Designated Safeguarding Lead by acting as Deputy DSL.

## Supervisory responsibility

In discussion with the Headteacher to line manage and appraise support staff and to coach, mentor and develop all staff for SEN.

## Main duties and responsibilities

All teachers are required to carry out the duties of a schoolteacher as set out in the current School

Teachers Pay and Conditions. Teachers should have due regard to Teachers Standards. Teachers

performance will be assessed against the teacher standards and set objectives as part of the appraisal

process as relevant to their role in the school.

The postholder is expected to interact on a professional level with colleagues in order to promote a mutual understanding of the school curriculum and its impact on the school SEN policy, with the

aim of improving teaching and learning across the school.

The postholder will also be expected to network and liaise with SENCO’s across the Hounslow family of schools and wider, to ensure a consistency of approach regarding transition etc. and liaise with external agencies to ensure that guidance and advice is followed, respond to their requests and set appropriate deadlines

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|  Strategic Direction: * Develop, implement, monitor and maintain SEN policies and practices which reflect the school’s commitment to high achievement and which are consistent with national and school strategies and policies.
* Establish short, medium and long term plans for the development and resourcing of the SEN function.
* Monitor the progress made in achieving plans and targets, and evaluate the impact on teaching and learning.
* Manage the professional development of staff within the SEN area and evaluate the impact on teaching and learning.
* Coach all members of staff across the school to recognise and fulfil their statutory responsibilities to pupils with SEN.
* Disseminate good practice relating to SEN through INSET, coaching and mentoring mechanisms
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|  Teaching and Learning* Provide guidance on a choice of appropriate teaching and learning methods and coaching relating to the delivery of these methods.
* Develop and implement systems for recording individual pupils’ progress, and collect and interpret specialist assessment data.
* Ensure schemes of work are differentiated appropriately and evaluate the impact on teaching and learning.
* Evaluate the quality of teaching and standards of achievement /attainment for pupils with SEN and set targets for quality controlled improvement.

Leading and Managing Staff * Conduct classroom observations when appropriate in order to provide appropriate advice to staff on how to meet the needs of SEN children.
* Develop an understanding of SEN across curriculum teams and individuals with the view of enhancing performance in this area.
* Develop coaching and mentoring systems to ensure the support and development of all staff working within the SEN area.
* Plan, delegate and evaluate work carried out by team(s) and individuals, and ensure a consistent approach regarding SEN across the school.
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## Leadership and Management

* Support and implement the vision and ethos of the school
* Contribute to, implement and evaluate the success of School Development Plan relevant to SEN.
* Ensure that the work of the team/whole school (as relevant) is inclusive and issues are addressed in curriculum and/or pastoral management
* Ensure policies are translated into practice by the team and that you bring to the attention of SLT any which may need revisions or amendments
* Together with SLT, lead on the school self evaluation process for SEN including lesson observations, monitoring of school standards and bringing about improvement
* As appropriate contribute to the writing of self-evaluation and policy documents
* Promote cross curricular approaches to teaching and learning
* Be a proactive and effective member of the senior leadership team
* Be an effective role model for your team in terms of teaching, behaviour and classroom management

## Teaching and Learning responsibility

* Have overall responsibility and accountability for SEN ensuring curriculum continuity, consistency, balance, match and progression.
* Have overall responsibility for children with medical needs, liaising with the school’s Pastoral Assistant and medical professionals to ensure needs are met within the school setting.
* Lead regular meetings relevant to SEN with appropriate colleagues
* Identify the provision needed so that pupils can maximize their learning
* In negotiation with the Headteacher map the provision required to enable all learners to progress with their learning and match against the budget available.
* Meet with class teachers to review and discuss pupil’s needs in learning and behavior and seek ways to address these.
* Identify and maintain logs for all children on the SEN register.
* Monitor the effectiveness of the provision and report on a regular basis to the Senior Leadership Team and Governing Board.
* Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils.
* Have high expectations of behaviour, promoting self-control and independence of all learners.
* Carry out playground and other duties as directed and within the remit of the current *School Teachers’ Pay and Conditions* *Document*

## Monitoring and assessment

* Together with the senior leadership team (SLT) of the school, contribute to, monitor and review the impact of teaching and pupil progress through the analysis of data, ensuring the use of information for planning and target setting across your TLR area
* Monitor standards including recorded work as relevant to your TLR area across the school including reviewing long and medium term planning

## Manage resources

* Identify resources needed to meet the needs of pupils with SEN and advise the Headteacher & Governing Body of priorities for expenditure.
* Monitor and control the use of these resources.

## Staff development

# Act as a reviewer with the arrangements for the appraisal of all identified staff

* Take a lead role in identifying group and/or individual training needs and provide support for colleagues within your area of responsibility promoting a whole school approach
* Act as a role model, mentor or consultant to colleagues as appropriate and encourage collaboration, co-operation and teamwork
* Ensure you keep up to date with current developments in SEN and disseminate information as appropriate

## Team working and collaboration

* Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies
* Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
* Contribute to the selection and professional development of other teachers and support staff including the induction and assessment of new teachers, teachers serving induction periods and where appropriate threshold assessments
* Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil
* Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school
* Cover for absent colleagues within the remit of the current *School Teachers’ Pay and Conditions* document

## Fulfil wider professional responsibilities

* To work within the framework of national legislation and in accordance with the provisions of the School Teachers Pay and Conditions Document. In addition the post is subject to compliance with:
1. National Standards for SENCO’s
2. SEN Code of Practice
3. Common core of skills and knowledge for the children’s workforce.
4. Local Authority policies and local agreed guidance
* Work collaboratively with others to develop effective professional relationships
* Communicate effectively with parents/carers with regard to pupils’ achievements and well-being using school systems/processes as appropriate
* Make a positive contribution to the wider life and ethos of the school

## Professional development

* Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils’ progress, attainment and wellbeing, refining your approaches where necessary responding to advice and feedback from colleagues
* Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal
* Proactively participate with arrangements made in accordance with the Appraisal Regulations 2012

## Other

* To have professional regard for the ethos, policies and practices of Fairholme Primary School, and maintain high standards in your own attendance and punctuality.
* Assist in the smooth running of the school at all times, including being responsible with the other TLR holders for the school in the absence of the headteacher, deputy and assistant headteachers
* Perform any reasonable duties as requested by the headteacher

## Signatures – line manager and job holder

Signed………………………………………………………………………… Dated:…………………………………………

*Headteacher*

Signed*…………………………………………………………………………* Dated:…………………………………………

Postholder

This job description is not your contract of employment or any part of it. It has been prepared only

for the purpose of school organisation and may change either as your contract changes or as the

organisation of the school is changed. The duties of this post may change and develop over time. It is

the jobholder’s responsibility, in conjunction with their manager, to regularly review this document and

amend it when necessary.