Harriers Banbury Academy
an Aspirations Academy

JOB DESCRIPTION

Special Needs Co-ordinator
Responsible to the Principal

Job Purpose

To work closely with the Principal and the operational team in the strategic development of the school's Special Educational Needs (SEN) policy and to oversee the day-to-day operation of that policy with the aim of raising SEND achievement.

Areas of Responsibility and Key Tasks

A) **Strategic Direction and Development of SEND Provision in the school (with the support of, and under the direction of the Principal and Leadership Team)**

- Exercise a key role in assisting the Principal and the SLT with the strategic development of SEND provision
- Support all staff in understanding the needs of SEND pupils and ensure the objectives to develop SEND are reflected in the school improvement plan
- Monitor progress of objectives and targets for pupils with SEND from teachers' plans and provision maps, evaluate the effectiveness of teaching and learning by work analysis and use these analyses to guide future improvements
- Active involvement in the pupil progress meetings. Support with the analysis of assessment data related to progress for all vulnerable groups. Offer suggestions and advice for accelerated progress for the identified pupils
- Liaise with staff, parents, external agencies and other schools to co-ordinator their contribution, provide maximum support and sure continuity of provision

B) **Teaching and Learning**

- Support the identification of and disseminate the most effective teaching approaches for pupils with SEND
- Work with the Principal and staff to develop effective ways of bridging barriers to learning
  i. Assessment of needs
  ii. Monitoring of teaching quality and pupil achievement – target setting, including the production of individual plans and the production of provision maps – developing a recording system for progress
- Collect and interpret specialist assessment data to inform practice
- Undertake day-to-day co-ordination of SEND pupils' provisions through close liaison with staff, parents and external agencies
- Work with the Principal, SLT and teachers to ensure all pupils' learning is of equal importance and that there are realistic expectations of pupils
- Consider the range of teaching strategies/equipment that could be utilised for SEND pupils

C) Leading and Managing

- Provide professional guidance to staff to secure good teaching for SEND, through both written guidance and meetings
- Contribute to the performance management process as a team leader
- Advise on and contribute to the professional development of staff, including whole school INSET provision
- Provide regular information to the Principal and the SLT on the evaluation of SEND provision

D) Effective Deployment of Staff and Resources

- Advise the Principal and the SLT on priorities for expenditure and deployment of staff, and to utilise resources with maximum efficiency
- Maintain and develop resources, co-ordinate their deployment and monitor their effectiveness in meeting the objectives of school and SEN policies
- Manage and oversee the referrals and deployment of the pastoral support team. Work with other school leaders to co-ordinate the deployment of additional staff

E) Other Professional Requirements

- Co-ordinate all Annual/In-School Reviews and attend/chair when necessary
- Assistant Designated Safeguarding lead
- Liaise with other external agencies. Manage our Service Level Agreement with 'Total Children's Therapy', making referrals to Health & Educational external agencies to access appropriate support e.g. Community Paediatrician, Speech & Language etc
- Supporting behaviour management and upholding the school's behaviour policy.