

Chief Executive: Mr Tarun Kapur CBE

Chairman: Mr Damian McGann

Dear Applicant

Thank you for your interest in the position of **SEND Co-ordinator**atDean Trust Ardwick, 345 Stockport Road, Ardwick, Manchester, M13 OLF.

**Teaching & Learning Responsibility – TLR 1d £8,291 per annum.**

Please find below a job description and person specification.

**Method of Application**

To apply please click on the **'Apply Now'** link on this page or for further information please contact Gill Laws - HR Lead: [DTARecruitment@deantrustardwick.co.uk](mailto:DTARecruitment@deantrustardwick.co.uk" \t "_blank)

**Closing Date**

Applications received after the closing time of 10am Monday 7th February 2022will not be considered.

The Dean Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

If you have any questions please contact us on 0161 972 2988 or email [DTARecruitment@deantrustardwick.co.uk](mailto:DTARecruitment@deantrustardwick.co.uk) Thank you again for your interest in working for The Dean Trust. We look forward to hearing from you.

**Human Resources Department**



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| Stockport Road, Manchester, M13 0LF  t: 0161 972 2988  e: admin@deantrustardwick.co.uk  w: www.deantrustardwick.co.uk  Registered in England 8027943 VAT Registration 195 3889 46  The Dean Trust is a company limited by guarantee. |  |

The information contained below is to help staff understand and appreciate the work content of their post and the role they are to play in the operation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description.

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| **Job title** | **SEND Co-ordinator** |
| **Reporting to** | **Assistant Headteacher - Inclusion** |
| **Main purpose of job** | This is a significant leadership post within the school and as such the post holder will be expected to make significant contributions to whole school planning and development, in additional to the principal responsibilities of leading within the Inclusion department. The post holder will lead a team of HLTAs/TAs and report directly to the Assistant Headteacher responsible for Inclusion.  The postholder will play a key role in the development of true inclusion across the school, so the needs of pupils with SEND are considered from the outset, rather than as a bolt-on.  The postholder will lead the inclusion team to ensure that: pupils’ needs are identified in a timely manner and accurately assessed; pupils’ needs are met through effective universal, targeted and specialised provision; outcomes for pupils with SEND provide highly effective preparation for adulthood. The postholder will ensure that the school’s work embraces the spirit of the SEND code of practice.  The postholder will therefore be responsible for ensuring that our aspiration for pupils to thrive as citizens of the world applies to all pupils with SEND, without exception. |
| **Key responsibilities:** | |
| **Leadership & Management** | * Ensure that the school’s provision provides pupils with SEND excellent preparation for adulthood. * Ensure that all pupils with SEND have equal access to all school opportunities. * Advocate for pupils with SEND and their families, and ensure that staff do the same. * Strategically lead the large team of staff working in the Inclusion Faculty. * Ensure all members of staff recognise and fulfill their statutory responsibilities to pupils with SEND. * Develop productive partnerships with outside agencies and identify needs across the school for commissioning support * Support and promote all school policies and procedures, particularly those relating to child protection and safeguarding, equality, health and safety, confidentiality, behaviour, data protection and supporting pupils with medical needs in particular. * Ensure that HLTAs and TAs support pupils in a way that adds value and enhances pupils’ independence and learning. * Liaise with other schools to ensure continuity of support and learning when transitioning pupils with SEND between provision. * Liaise with members of the Governing Body to inform them of progress and ongoing priorities within this area of the school’s work. |
| **School Culture** | * Promote positive and respectful relationships across the school community and a safe, orderly and inclusive environment. * Establish and maintain a safe and calm environment by sustaining high expectations and standards of behaviour for all pupils. * Ensure that the school’s routines and rules are clearly understood and followed by all staff and pupils. * To build, develop and maintain effective relationships with parents and members of the wider community to enhance the educational experience and outcomes of all pupils. |
| **Identifying & Assessing Needs** | * Ensure that pupils’ needs are identified in a timely manner and accurately assessed * Ensure that the voice of pupils and parents/carers is central to the process of reviewing and planning provision for all pupils. * Coordinate the access arrangement process for SEND and provide staff with updates and training to ensure they have a full understanding of the process. * Write and review action plans for improving provision and achievement of SEND. |
| **Meeting Needs** | * Ensure that pupils’ needs are met through effective universal, targeted and specialised provision * Play a key role in supporting the school’s efforts to ensure that pupils consistently benefit from inclusive, Quality First Teaching. * Work alongside other leaders to ensure that pupils with SEND who are in the early stages of learning to read receive the support they need to become technically competent and increasingly fluent readers. This includes pupils who are yet to master the phonic code. * Ensure clear and effective communication between staff so all members of staff are able to meet the needs of pupils with SEND effectively. * Support staff to implement effective strategies to meet the diverse needs of pupils with SEND. * Ensure a judicious and evidence-informed use of intervention to support pupils with SEND. |
| **Outcomes** | * Use a range of performance indicators to evaluate the extent to which pupils with SEND are truly included in all aspects of school life. * Set appropriately challenging targets for raising achievement among pupils with SEND. * To promote the general progress and wellbeing of individual pupils throughout the school. * Attend pupil progress meetings to provide challenge and support to improve their progress * Undertake appropriate tracking, analysis and intervention alongside pastoral staff to maximise the attendance and behavior of pupils with SEND. * To provide advice and guidance to pupils and parents on educational, emotional and social matters in line with school policies. |
| **Training & Development** | * Provide staff with high quality professional learning opportunities that enable them to thrive in their roles, develop professionally and effectively meet the needs of all pupils. * Undertaking the National Award for Special Educational Needs Co-ordination is a requirement for the post holder. * Deliver and share training and development opportunities within school and across partnerships. |

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| **All employees have the responsibility to:** |
| * Ensure any documentation produced is to a high standard and is in line with the brand style * Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person * Participate in training and other learning activities as required * Participate in the school/academy Performance Management process * Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate * To promote the area of responsibility within the school/academy and beyond * To represent the school/academy at events as appropriate * To support and promote the school/academy ethos * To undertake any other duties and responsibilities as required that are covered by the general scope of the post * To undertake any other reasonable duties at the request of the Chief Executive Officer and Headteacher |

All post holders must comply with The Dean Trust professional standards for leaders and managers. The job description will be reviewed as necessary as part of the Performance Management process and is subject to modification and amendment at any time after consultation with the post holder

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| **Qualifications and training** | **Essential**   * Honours degree * Qualified Teacher Status   **Desirable**   * Further qualification in SEND or willingness to undertake SENCo training |
| **Experience** | **Essential**   * Enthusiastic and excellent classroom practitioner with successful experience of leading teams * Teaching all aspects of a Curriculum area across the full age/ability range * Experience of successfully leading whole school initiatives * Successful work undertaken with SEND pupils   **Desirable**   * Understanding and knowledge of KS transfer processes |
| **Special aptitudes** | **Essential**   * To be able to role model the highest expectations * To be adaptable to changing circumstances and new ideas * Must have enthusiasm, energy, self-confidence and perseverance * Ability to motivate others, think creatively and imaginatively * A secure commitment to the continuing development of SEND within the school * To be able to prioritise, plan and organise the work of the SEND department * Proven record of effective team leadership * To deal sensitively with people, recognising individual needs and taking account of these in ensuring a consistent team approach to raising achievement in SEND * To acknowledge and utilise the experience, expertise and contribution of others * To set standards and provide a role model for pupils and other staff in the teaching and learning of SEND * To analyse, understand and interpret relevant information and data such as benchmark information * To think creatively and imaginatively and be able to identify and implement opportunities to move the department forwards * To complete tasks within a specific time frame * To review the quality of teaching and learning, showing a clear understanding of what ‘outstanding’ practice looks like * Appreciation and wider knowledge of 11-19 agenda   **Desirable**   * To be an excellent practitioner in ICT related to administration and pupil learning * The desire to progress to higher leadership positions |
| **Interpersonal skills** | **Essential**   * To communicate effectively, orally and in writing with SLT, other staff, pupils, parents, governors, external agencies and the wider community including business and industry partners * To use every opportunity to promote SEND to pupils, parents and the wider community * To be able to work effectively under pressure and meet challenging work related deadlines * To have a sense of humour and a desire to contribute to wider aspects of school life   **Desirable**   * Communicate effectively with employers and links with outside agencies |