****

**SPECIAL EDUCATIONAL NEEDS & DISABILITIES**

**CO-ORDINATOR (SENDCo)**

**Job Description**

The key task of the SENCo is to ensure that Special Educational Needs Disabilities (SEND) provision is efficiently and effectively managed. The range of responsibilities delegated to the SENCo with regard to provision and coordination is outlined below. It is expected that all legal and statutory requirements are met for students with SEND via the SENCo.

**Core Purpose of the Post**

The SENCo takes responsibility for the day-to-day operation of provision made by the school for SEND pupils and provides professional guidance in the area of SEND in order to secure high quality teaching and the effective use of resources to bring about improved standards of achievement of all pupils.

**Main Responsibilities**

* **To lead the strategic direction and development of SEND policy and provision**
* **To coordinate provision for pupils with SEND**
* **To deliver, promote and inspire excellence in teaching and learning**
* **To effectively lead and manage a team of staff**
* **To deploy staff and resources efficiently**
* **To liaise closely with parents, professionals and external agencies**

**Strategic Direction of SEND Provision**

* Ensure effective systems of communication, including feedback about pupil’s learning to inform future planning.
* Monitoring the quality of SEND support by establishing effective systems to identify and meet the needs of pupils, whilst ensuring that the systems are co-ordinated, evaluated and regularly reviewed.
* Ensure that the objectives of the SEND policy are reflected in the school improvement plan.
* Liaise with and co-ordinate the contribution of external agencies and professionals. Assist with referrals to health agencies.
* Have up-to-date knowledge of the Code of Practise and National and local initiatives which may impact upon policy and practice.
* Ensure that effective SEND provision is in place prior to the child arriving in Year 7 by working with feeder primary schools.
* Ensure that effective SEND provision and appropriate transition is in place for students moving to post-16 and post-18 education.

**Progress and Achievement of Students**

* To monitor the achievements, welfare and discipline of students and to follow up the progress reviews, liaising with the pastoral team and parents when appropriate.
* To liaise with subject departments, feeder schools particularly regarding transition, and external agencies such as Exam Boards, EWO, EP, ‘Alternative Education’ providers etc.
* To co-ordinate the application for exam access arrangements in external examinations in conjunction with the Examinations Officer.

**Teaching and Learning**

* Influencing the whole Teaching and Learning policy to promote aspects of inclusive teaching.
* Leading INSET regularly and where appropriate; this may include chairing and being a part of working parties.
* Providing opportunities for observation of colleagues/visits to other schools in order to share best practice.
* Collect and interpret specialist assessment data gathered on pupils and use to inform practice.
* Work with pupils, subject leaders, class teachers with tutorial/pastoral responsibilities to ensure realistic expectations of behaviour and achievement is set for SEND pupils.
* Support developments and initiatives to improve standards in literacy and numeracy as well as access to the wider curriculum.
* Overseeing and monitoring the quality of support plans and one-page profiles and maintaining detailed information for subsequent meetings with parents.
* Develop systems for colleagues to monitor and record progress made by pupils with SEND towards the achievement of targets set in support plans.
* Review support plans with parents, students, teachers and agree and communicate new targets.
* Supporting the Head in meeting statutory responsibilities for EHCP implementations.
* Lead the Annual Review meetings for EHCP students.
* Liaise with the Examinations Officer to ensure provision for exam access arrangements for all examinations is identified and met.

**Leadership and Management**

* To lead the Learning Support team and to be instrumental in planning for continual improvement and to make a contribution to the evaluation of the work of the department.
* To promote an atmosphere of continuing professional development and to share good practice with colleagues.
* To contribute to the school’s improvement plan.
* To support the professional development of all staff, including newly qualified teachers and initial teacher training students.
* To manage effectively all staff connected with the department.
* Advise the Headteacher on all staffing matters within the department.
* To appraise departmental colleagues on an annual basis.
* Encourage all staff to recognise and fulfil their statutory responsibilities.
* Develop proformas for essential repetitive paperwork, in order to create an administrative infrastructure as part of an effective communications system.
* Identifying the training needs of staff and organising/coordinating INSET to be delivered by other professionals.
* Disseminate procedural information such as recommendations of the code of practice or the schools own SEND policy.
* Ensure the establishment of opportunities for SEND Teaching Assistants to review the needs, progress and targets of pupils with learning difficulties.
* Provide regular information to the Head and governing body on the evaluation of the effectiveness of provision for pupils with SEND, to inform decision-making and policy review.

**Efficient and Effective Deployment of Staff and Resources**

* Draw up the annual department budget and annual Departmental Improvement Plan.
* Provide advice to Head/SLT relating to resource requirements, the deployment of staff and timetabling in relation to the support of SEND.
* Organise and co-ordinate the work of colleagues to ensure appropriate deployment of learning resources including ICT.
* Maintain existing resources and explore opportunities to develop or incorporate new resources from the wide range available within and externally to the school.

**Curriculum**

* To ensure that work in support of schemes of work is developed and reviewed regularly in co-operation with all members of the department.
* To support Heads of Department in ensuring their curriculum can be adjusted to meet the needs of pupils with SEND
* To manage the department’s financial, teaching and material resources to ensure the effective learning of all students.
* To contribute to the work of the school’s Pastoral Team.
* To contribute to the work of the school’s Curriculum Team.
* To construct the timetable of the SEND team.
* To contribute to the implementation of the safety regulations in accordance with the Health and Safety at Work Act 1974 and other DFE guidelines.

**Ethos and Culture**

* To provide leadership in promoting an ethos and culture within the department that is in line with achieving the aims of the school.
* To facilitate, within the whole school, behaviours that support and contribute towards developing the values of the school.

**This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the current conditions of employment in the School Teachers’ Pay and Conditions Document.**

*All staff have a responsibility for their own health and safety and for that of others who may be affected by their acts or omissions. Staff are required to adhere to all health & safety regulations, guidance and procedures at all times.*

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced DBS clearance will be required.