



Special Educational Needs Coordinator (SENDCo)

Job Description

This job description should be read in conjunction with the current School Teachers' Pay and Conditions Document and the provisions of that document will apply to the post holder. The SENDCo is responsible to the Principal.

We are ideally looking to appoint someone with experience in SEND and motivated to lead this important area; however we are also willing to consider and offer training for the national award for SENDCo to applicants with an enthusiasm and interest in developing their skills in leading additional needs throughout the school.

This is a fantastic opportunity to join us on a remarkable journey and contribute to achieving our vision to ensure that all children reach their full potential.

The pay spine for the successful applicant is: L2-L6 for somebody qualified in the role; if we are training somebody, this would be discussed on a case by case basis at interview.

Main Activities:

- Responsible for the preparation and application of the school SEND Policy in coordination with the Director of SEND across the Bohunt Education Trust and School Leadership team
- Responsible to their line manager for his/her duties, responsibilities and teaching tasks
- Maintain accurate and timely records
- Interact on a professional level with all colleagues and establish and maintain good working relationships which will promote the development and effective delivery of the school curriculum and maximise children's achievement
- Responsible for the supervision of the work of support staff to include timetabling
- Responsible for Annual/Transition Reviews and will write, monitor, evaluate and review Individual Education Plans, EHC plans, as well as being the link person between parents/guardians and outside agencies
- Prepare documentation on individual students for external agencies/meetings
- Liaise and direct specialist support in the school
- Report regularly on the achievement of students with SEND to line manager
- Keep abreast of national priorities and share updates with colleagues
- Lead INSET and improve standards of inclusive teaching and learning across the school
- Provide guidance and support to colleagues on raising the achievement of students with SEND, including those learning with EAL

- Support colleagues in setting challenging targets for the students in their class with SEND needs

Person Specification

Experience

- An excellent classroom practitioner
- Experience of leading a whole school initiative
- Experience of working with students with special educational needs
- Experience of working with Looked After Children is beneficial but not essential
- Involvement with the effective safeguarding of students

Qualifications & Training

- QTS
- Evidence of relevant continuing professional development
- Completion of National SENDCo Accreditation Award beneficial but not essential (candidate must be willing to undertake training if successful with application)
- Qualified to an appropriate level in line with JCQ guidelines to award access arrangements and complete necessary assessments beneficial but not essential

Practical Skills

- Strong interpersonal skills
- Effective people management skills
- Ability to think creatively and imaginatively
- Have a working knowledge of the Code of Practice
- Able to write factual, concise, unambiguous reports, documents and IEPs on students for presentation to a range of stakeholders
- Be able to liaise with multiple outside agencies and form effective working relationships
- Be able to network with local primaries to develop a clear transition between educational settings

Personal Qualities & Attributes

- Ability to work collaboratively with SENDCos across the Trust
- Ability to work both autonomously and as a member of a team
- Ability to forge effective professional relationships and establish positive partnerships with parents and guardians
- Empathetic and approachable manner
- Highly motivated
- Flexible
- Sense of humour
- Have high expectations of all children regardless of need

Notes on Applying

Candidates applying for the post should outline any relevant experience they have in regard to the SENDCo role and responsibilities with a focus on the positive impact any initiatives have had on children. Please also highlight any good or outstanding classroom initiatives, again with a focus on the positive impact on children.