

# BURTON C of E PRIMARY SCHOOL

## JOB DESCRIPTION

### S. E. N. D. Co-ordinator

<b><u>JOB TITLE:</u></b>	Special Education Needs and Disabilities Co-ordinator.
<b><u>RESPONSIBLE TO:</u></b>	The Headteacher
<b><u>FUNCTION:</u></b>	To co-ordinate the overall provision of S.E.N.D. throughout the school.
<b><u>QUALITIES:</u></b>	<ul style="list-style-type: none"><li>• Relate to staff, children, parents and governors with patience and understanding.</li><li>• To ensure that good relationships are maintained with everyone at all times.</li><li>• Maintain a calm and purposeful atmosphere.</li><li>• Take an active role in building and fostering excellent teams.</li><li>• Have high expectations of the children's work and behaviour.</li><li>• Be an excellent role model for children at all times.</li><li>• Demonstrate a willingness to learn.</li></ul>
<b><u>CONDITIONS:</u></b>	
<b><u>Hours:</u></b>	As agreed and set out in the Teacher's Pay and Conditions Document 2013. (Part-time/ Full time post minimum of 3 days/week)
<b><u>Pay:</u></b>	As agreed and set out in the Teacher's Pay and Conditions Document 2013 and the School's Pay Policy.
<b><u>Constraints:</u></b>	<p>All members of staff must respect the confidentiality of all information concerning children, families, staff and school matters.</p> <p>The school 'No Smoking' policy must be adhered to.</p> <p>All holidays must be taken during school closures. (A day for in-service training does not qualify as a closure.)</p> <p>All members of staff must dress in a professional and appropriate manner.</p>

## **DUTIES:**

- Ensuring the requirements of the National Curriculum and Burton C of E Primary School curriculum aims are met.
- Ensuring that appropriate provision is made for children of all abilities and that there is equal access for all.
- To co-ordinate the day to day operation of the S.E.N.D policy.
- To maintain the S.E.N.D register and all associated plans and reports for individual children as identified in the Code of Practice.
- Carry out all preparations necessary for EHCP Assessment and engage in the subsequent monitoring of pupils with an EHCP.
- Support colleagues in the planning, monitoring and revision of I.E.P.s. and Pastoral Plans for pupils.
- Take responsibility for the S.E.N.D budget, the resourcing of materials and deployment of the special needs support staff.
- Advising and supporting colleagues in planning for pupils with S.E.N.D and pastoral needs.
- To liaise with the L.S.As., advising, planning for and assessment of S.E.N.D pupils.
- To co-ordinate pastoral support for pupils and effectively deploy E.L.S.A.s and Pastoral Support Worker.
- To develop a partnership between parents and children and inform parents of their children's progress and any involvement with outside agencies.
- To liaise with outside agencies, for example; school nurse, early Intervention Team, CAMHS etc to develop a shared strategy to support pupils and families.
- To work as part of the Senior Leadership Team.
- To contribute to school leadership team decision making in respect of issues involving S.E.N.D and to whole school improvement.
- To line manage those working directly in the SEND Inclusion Team.
- Liaising with other schools, including pre-schools and secondary schools.
- Analyse data, as appropriate for S.E.N.D , to monitor progress and contribute to the school's self-evaluation processes.
- Produce a regular development plan for S.E.N.D which identifies improvement targets, where appropriate, that link to the current whole school improvement objective(s) and development targets.
- Deliver in-service training for S.E.N.D
- Keep up to date in the development of S.E.N.D and attending CPD training where appropriate.
- Arrange and source training for staff as appropriate to meet pupil needs and SDP priorities.
- Regularly review and update as necessary the S.E.N.D policy statement.
- Develop policies and practices which promote inclusion and equality.
- Monitoring and evaluating the effectiveness of the teaching of S.E.N.D through classroom observation, if appropriate, work sampling and talking to colleagues and children.
- Provide support and direction for staff working with pupils for when English is an additional language.
- Write and present reports on the development of S.E.N.D provision for the Headteacher and governors as appropriate.
- Make staff aware of any health and safety issues related to the teaching of S.E.N.D.
- To be the school's CAF completer, implement and lead CAFs.
- To develop positive relationships and maintain contact with families and carers and facilitate the development of family support for the pupils.
- To promote and support the speedy and effective transfer of information from Primary to Secondary School and to support children through the transition programme.

- To work in a variety of ways to support, motivate and challenge pupils to raise levels of achievement. These may include support in class, one-to-one counselling, helping individuals and groups with work and developing skills, as well as developing and implementing individual action plans.
- Meet regularly with the Headteacher and with those involved in the pastoral structure of the school.
- Liaise on the school's behalf when difficulties arise with families.
- Participate in school review meetings and in-service training (INSET) days to help develop and define school policies regarding pastoral care, behaviour, pupil support etc.
- To implement and monitor Behaviour and Anti-Bullying Policies and Procedure by:
  - Supporting staff with serious incidents in relation to behaviour and bullying
  - Monitoring class incident logs and bullying log on a half termly basis.