

Special Educational Needs Co-ordinator

TMS/UPS plus TLR2b (£5,643)

Job description

When using the term Special Educational Needs at Hall Green Junior School we mean SEND and LAC.

This role is non - class based with a weekly teaching commitment

Overall responsibility

- To lead, manage, develop and maintain high quality SEN provision which enables quality teaching, excellent learning outcomes and success for all pupil
- To model effective teaching, to coach and train colleagues and to teach across school
- To keep all aspects of paperwork including records and policies, up-to-date and actioned, as appropriate
- Specific responsibility of SENCO and Designated Teacher for Looked After and previously Looked After Children

Key Accountabilities

- Contribute to a positive ethos in which all pupils have access to a broad, balanced and relevant curriculum.
- Support all staff in understanding the needs of SEND pupils.
- Be a role model for all teachers, demonstrating how to support a range of SEND in a main stream classroom
- Devise and promote plans to ensure the needs of pupils with SEND are met.
- Regularly monitor progress against targets for pupils with SEN from planning the effectiveness of teaching and learning by work analysis and use the analyses to guide future improvements.
- Analyse and interpret relevant school, local and national information relating to pupils with SEN and advise the Headteacher on the level of resources required to maximise achievement
- Liaise with staff, parents, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of educational provision for pupils with SEN.
- Develop partnerships with parents to ensure that their views are considered and acted upon appropriately.
- Ensure that pupils with SEN are enabled to share their views and that these are acted upon appropriately.
- Oversight of all external agencies relating to inclusive practice.

Teaching and Learning

- Support the identification of, and disseminate the most effective teaching approaches for pupils with SEN within an inclusive school.
- Collect and interpret specialist assessment data on SEN to inform practice.
- Work with pupils and staff at all levels to ensure realistic and challenging expectations of pupils with SEN.
- Monitor the use of resources, teaching activities and target setting and develop and maintain a recording system for progress of pupils with SEN.

Leading and Managing Staff

- Achieve constructive working relationships and establish opportunities for all staff to review the needs, progress and targets of pupils with SEN.
- Provide regular information to the Senior Leadership Team on the effectiveness of SEN provision and outcomes.
- Advise and contribute to all aspects of SEN training to ensure the professional development of staff
- With the Leadership Team provision map SEND needs across school and deploy staff appropriately

Parents and the Local Community

- Play a full part in the life of the school community.
- Work with parents and families who have a child with SEN offering support and guidance.
- Encourage the parents to participate in the life of the school in a variety of ways.

Managing own Performance and Development

- Demonstrate resilience and resourcefulness.
- Take responsibility for own professional development.
- Participate in the School's appraisal scheme, ensuring that objectives are set and met within the agreed time-scale.
- Think creatively and imaginatively to anticipate and solve problems and identify opportunities.

Use of Resources

- Identify appropriate resources to promote and support the achievements of SEN children and ensure they are used efficiently, effectively and safely.

Additional Responsibilities and General Requirements

- Undertake any professional duties commensurate with the grade of the post, reasonably delegated to him/her by the Headteacher
- Show commitment to school, its inclusive ethos and equal opportunities for all.
- Attend and participate in the relevant training sharing the knowledge and ideas gained with colleagues.