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## Job Description for Special Educational Needs and Disabilities Co-ordinator (SENDCo)

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**Responsible to:** Assistant Principal of Inclusion

**Responsible for:** Study Support Tutors

**Based at:** New College Doncaster

The SENDCo based at each college will be responsible for the SEND provision at their own site, working closely with the SENDCos at other colleges within the Trust.

*The tasks on this Job Description are expected to be carried out after the successful candidate has undertaken relevant job specific training during the induction period. Candidates should as closely match the person specification as possible.*

### OVERALL PURPOSE OF THE POST

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- Strategic vision and development of the College's Special Educational Needs and Disabilities (SEND) provision and oversight of the day-to-day operation of that policy to ensure a high-quality provision with the aim of raising SEND pupil achievement.
- Liaising with SENDCos within other colleges in the Trust to ensure consistency of approach.
- Liaising with the Study Support Team as appropriate and managing your time appropriately.
- Liaising with relevant external agencies and authorities to maximise the opportunities for support for students with SEND.
- Management of the provision, policies and processes for students with medical/health issues to ensure they are appropriately supported at college.
- Management of transition into and out of college for students with any SEND.

### MAIN DUTIES

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- Assist senior leaders with the strategic development and evaluation of SEND provision.
- Work collaboratively with SENDCos in other colleges in the Trust, on a half-termly basis, and senior leaders to support the review and development of Trust-wide SEND policies and systems.
- Manage a team of Study Support Tutors and timetabling of staff to support students.
- Supporting the identification of children with special educational needs and ensuring college records of students with SEND are up to date.
- Co-ordinate all Annual Reviews where appropriate and attend/chair when necessary.
- Track and monitor the progress of students with SEND/medical needs.
- Ensure there is a high-quality teaching and intervention in place for students with SEND and disseminate and monitor effective teaching and learning approaches to meet the needs of students with SEND.

- Liaise with other schools to ensure continuity of support and learning when transferring pupils with SEND and medical issues.
- Support the identification of students with health and medical needs, including how information is captured, acted upon and shared throughout the Trust.
- Be responsible for producing and publishing the SEND Information Report on the college website.
- Taking a lead on applying for student access arrangements online, working with the Trust Exams Manager as appropriate.
- Contribute to and participate in relevant continuous professional development activities, including whole staff meetings/CPD.
- Liaise with the Local Authority regarding funding and specialist teacher support.
- Liaise with other providers and external agencies to support students and maximise resources made available.
- Brief and disseminate information regarding SEND and medical issues to relevant staff across the college.
- Have high expectations of young people including a commitment to ensuring that they can achieve their full educational potential and to ensure students are treated as unique individuals.
- Participate in all college open events, student interview evenings, parent/student consultation evenings, Welcome Evening and Enrolment events. These events primarily run during the evening, and it is an expectation of the SENDCo role to attend. There may also be occasional meetings with the LA during the summer holiday period regarding student transition.
- Communicate effectively with students and colleagues and with parents/carers at appropriate times, conveying relevant information about attainment, objectives and progress.
- Attend network events with other providers, Secondary SENDCos and external organisations to maximise the opportunity for personal development and marketing of the college/Trust.
- Review and identify tailored provision appropriate to students with SEND.
- Ensure that Study Support Tutors are appropriately trained to carry out specific functions for their roles.
- Work with the Trust Estates and Health and Safety Manager to ensure Risk Assessments and Health Care Plans are in place for students with medical conditions where these are required.
- Work with the Estates and Health and Safety Manager to ensure that PEEPs are in place for any student with a difficulty or disability that will affect their ability to safely exit the building and ensure these are disseminated to all concerned.
- Work with the Estates and Health and Safety Manager to ensure the buildings are physically appropriate for the students enrolled with SEND.
- Ensure that the assigned Trust Board Member for SEND is appropriately informed about provision and outcomes.
- Work with Senior Progress Tutors and Safeguarding Officers to ensure a common understanding of the different support functions within college to maximise the impact on student outcomes.
- Carry out other tasks as may be requested by the Principal/Trust CEO.

This job description is subject to amendment, from time to time, within the terms of your conditions of employment, but only to the extent consistent with the needs of the college/trust, and only after consultation with you.

**All staff and senior post holders have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the college procedures for raising concerns about students' welfare and must report any concern to the designated officers without delay. Staff must also ensure that they attend the appropriate level of safeguarding training identified by the college as relevant to their role.**

**The post holder's duties must at all times be carried out in compliance with the Trust's Equality and Diversity Policy, and the post holder must take reasonable care of the health and safety of self, other**

**persons and resources whilst at work. This entails supporting the Trust's responsibilities under the Health and Safety Act.**

**All staff are expected to support the achievement of the Trust/college's mission and strategic objectives and to demonstrate its values through their behaviour.**

# Person Specification for Special Educational Needs and Disabilities Co-ordinator (SENDCo)

ATTRIBUTES	ESSENTIAL	DESIREABLE
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>• Experience in the delivery of appropriate support to SLDD students.</li> <li>• Specialist knowledge and/or experience of working with people with learning difficulties and/or disabilities.</li> </ul>	<ul style="list-style-type: none"> <li>• Enthusiastic leader with high standards and a record of proven success in raising achievement of groups of students.</li> <li>• An understanding of the SEND code of practice and how this relates, in our setting, to the current education agenda.</li> <li>• Experience of managing staff performance and deployment of support staff.</li> <li>• Experience of leading and developing the delivery of study support to a high standard.</li> <li>• Experience of working with young people with specific health/medical issues.</li> <li>• Experience of holding annual reviews and writing IEPs.</li> <li>• Experience of successful team building.</li> </ul>
<b>Education and Training</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status.</li> <li>• Educated to degree (or equivalent) standard.</li> <li>• Specialist Assessor qualification (Level 7) or willingness to work towards.</li> <li>• Evidence of SENDCo qualification or working towards.</li> <li>• Willingness to undertake further training relevant to the post.</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of a commitment to continual self-improvement.</li> </ul>
<b>Special Skills</b>	<ul style="list-style-type: none"> <li>• Commitment to student welfare and achievement.</li> <li>• Good listening skills.</li> <li>• Good time management and administrative skills</li> <li>• Ability to work with others on difficult/delicate/sensitive subjects.</li> <li>• Confidence in assisting students</li> <li>• Ability to successfully lead and motivate others.</li> <li>• Customer service/care approach.</li> </ul>	
<b>Personal Skills and Qualities</b>	<ul style="list-style-type: none"> <li>• Enthusiasm for the role.</li> <li>• Confidence in working with students within the 16-19 age range.</li> <li>• Ability to work independently or as part of a team.</li> <li>• Ability to communicate with a range of stakeholders, including schools to ensure successful transition.</li> <li>• Negotiation skills – ability to achieve best possible outcomes for students at the college.</li> <li>• Positive approach to change and continuous improvement.</li> <li>• Evident integrity, warmth and empathetic approach to students and staff.</li> </ul>	
<b>Additional Factors</b>	<ul style="list-style-type: none"> <li>• Good team member.</li> <li>• Commitment to continuous improvement and willingness to learn from experience and practice in this College and others.</li> <li>• A supportive and empathetic approach to students and the ability to relate well to staff.</li> <li>• Flexible approach to work.</li> <li>• Awareness of Health and Safety issues.</li> <li>• Commitment to equal opportunities.</li> </ul>	