

## Job Description – SENDCo (Special Educational Needs and Disabilities Coordinator)

<b>Role</b>	<b>SENDCo (Special Educational Needs and Disabilities Coordinator)</b>
<b>Responsible to</b>	Deputy Headteacher
<b>Location</b>	CE countywide. To work in more than one campus and may be asked to teach in any of the CE campuses across the County or any venue supporting pupils.
<b>Hours</b>	Full time/Permanent
<b>Grade/Paypoint</b>	MPS M1-M9+2 SEN+TLR2a
<b>Teaching hours</b>	Up to a maximum of 7 teaching hours

### Key Responsibilities

- Contribute to the strategic development of special educational needs (SEN) policy and provision in the school
- Be responsible for day-to-day operation of the SEN policy and coordination of specific provision to support individual pupils with SEN or a disability
- Provide professional guidance to colleagues, working closely with staff, parents and other agencies
- The SENDCo will be expected to fulfil the responsibilities of a teacher, as set out in the STPCD
- Ensure CE Academy is statutory compliant in relation to SEND

### Job Description

#### Strategic development of SEN policy and provision

- Have a strategic overview of provision for pupils with SEN or a disability across the school, monitoring and reviewing the quality of provision
- Contribute to school self-evaluation, particularly with respect to provision for pupils with SEN or a disability
- Make sure the SEN policy is put into practice and its objectives are reflected in the school development plan
- Maintain up-to-date knowledge of national and local initiatives that may affect the school's policy and practice
- Provide evidence as to whether funding is being used effectively in relation to SEND budget and outcomes for pupils

#### Operation of the SEN policy and coordination of provision

- Maintain an accurate SEND register
- Provide guidance to colleagues on teaching pupils with SEN or a disability, and advise on the graduated approach to SEN support

- Be aware of the provision in the local offer
- Work with other schools, educational psychologists, health and social care professionals, and other external agencies
- Be a key point of contact for external agencies, especially the local authority (LA)
- Analyse assessment data for pupils with SEN or a disability
- Implement and lead intervention groups for pupils with SEN, and evaluate their effectiveness
- Liaise directly with the Teaching and Learning Lead

### **Support for pupils with SEN or a disability**

- Identify pupil's SEN
- Coordinate provision that meets the pupil's needs, and monitor its effectiveness
- Secure relevant services for the pupil
- Ensure all pupil records are maintained and kept up to date
- Ensure tracking and monitoring systems are robust and kept up to date in line with SEND Code of Practice
- Lead on education, health and care plan (EHCP) creation and referral process
- Review the education, health and care plan (EHCP) with parents or carers and the pupil
- Communicate regularly with parents or carers
- Ensure if the pupil transfers to another school, all relevant information is conveyed to it, and support a smooth transition for the pupil
- Responsibility for the admissions arrangement for all pupils with EHCPs
- Lead on transition into CE Academy for all pupils with an EHCP and other pupils as directed by SLT
- Promote the pupil's inclusion in the school community and access to the curriculum, facilities and extra-curricular activities
- Work with the designated teacher for looked-after children, where a looked-after pupil has SEN or a disability
- Conduct pupil assessments for examination access arrangements in preparation for JCQ inspection

### **Leadership and management**

- Work with the Headteacher and Governors to ensure the school meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments
- Prepare and review information the governing board is required to publish
- Contribute to the school improvement plan and whole-school policy
- Identify training needs for staff and how to meet these needs
- Lead INSET for staff
- Share procedural information, such as the school's SEN policy
- Promote an ethos and culture that supports the school's SEN policy and promotes good outcomes for pupils with SEN or a disability
- Work with staff with SEND responsibilities

Tove Learning Trust expects its employees to work flexibly within the framework of the job description. This means the post holder may be expected to carry out work that is not specified in the job description but which is within the remit of the role, duties and responsibilities. Tove Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and visitors to share this commitment.

## Person specification

CRITERIA QUALITIES	
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>▪ Qualified teacher status</li> <li>▪ Awarded or working towards National Award for SEND Coordination</li> <li>▪ Degree</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>▪ Teaching experience (not suitable for ECT's)</li> <li>▪ Involvement in self-evaluation and development planning</li> <li>▪ Experience of conducting training</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>▪ Sound knowledge of the SEND Code of Practice</li> <li>▪ Understanding of what makes 'quality first' teaching, and of effective intervention strategies</li> <li>▪ Ability to plan and evaluate interventions</li> <li>▪ Data analysis and presentation skills and the ability to use and present data to inform provision planning</li> <li>▪ Effective communication and interpersonal skills</li> <li>▪ Ability to build effective working relationships</li> <li>▪ Ability to influence and negotiate</li> <li>▪ Good record-keeping skills</li> <li>▪ Commitment to getting the best outcomes for pupils and promoting the ethos and values of the school</li> <li>▪ Commitment to equal opportunities and securing good outcomes for pupils with SEN or a disability</li> <li>▪ Ability to work under pressure and prioritise effectively</li> <li>▪ Commitment to maintaining confidentiality at all times</li> <li>▪ Commitment to safeguarding and equality</li> <li>▪ Commitment to teamwork and leading by example</li> </ul>
<b>Personal qualities</b>	

### Notes:

This job description may be amended at any time in consultation with the post holder. If you do not have all of the experience listed above, but are interested in applying, please contact Headteacher James Thomas.