



Bath & Wells Multi Academy Trust	
Job Title:	Special Educational Needs and Disabilities Co-ordinator (SENDCo)
Location:	St John & St Francis School
Salary Range:	Main Scale 4 – Upper Pay Spine 3 + SEN Allowance
Reports To:	Headteacher
Full/Part time:	Full Time

The Aim of The Bath & Wells Multi Academy Trust:

To ensure that every school within the Trust provides an outstanding education for every child, rooted in its distinctively Christian ethos.

Bath & Wells Multi Academy Trust Mission Statement: John 10:10 'That they may have life, life in all its fullness'

The Bath & Wells Multi Academy Trust's mission is to provide an education which is life-enhancing for every child. We promise an experience which is lovingly inclusive to all pupils.

Job Purpose

Responsible for the development, review and effective implementation of special educational needs policy across the school.

Main Responsibilities and Duties

To lead, manage and develop high quality Special Educational Needs and Disabilities (SEND) provision which ensures excellent learning outcomes and progress for all SEND pupils. To develop and embed systems to record and monitor pupil SEND progress.

To model effective teaching, behaviour management and to coach and train others in these methods.

To set the strategic direction of SEND in the school and to ensure the SEND policy is appropriately embedded in the school. To promote the SEND Code of Practice across the setting.

To identify pupils who may require SEND support and apply for relevant funding and support.

To ensure all aspects of record-keeping are fully completed and up-to-date, including completion of all relevant actions.

To prepare and review all pupil-specific resources, including pupil profiles, behaviour and healthcare plans and EHCPs.

To share pupil-related documents as appropriate with school and other staff.

To prepare documents for annual review meetings and external referrals, and reports on SEND for the Leadership team and/or Governors.



To plan and assist the transition of SEND children into and out of school.

To work in conjunction with and support the work of the Designated Safeguarding Lead.

To develop partnerships with the school and wider community to ensure their views are considered and acted upon appropriately.

To ensure all school staff are kept aware of developments in SEND legislation and best practice and to embed effective SEND strategies in school practice. To monitor and ensure appropriate risk assessment for a safe and healthy working environment.

To liaise with external partners and agencies on a case by case basis to manage individual situations in a sensitive, confidential, and appropriate manner.

Supervision and Management

Management of school SEND staff including support staff.

Problem Solving and Creativity

The range of SEND will vary enormously and the postholder will show innovative thinking to employ the most effective strategy

Key Contacts and Relationships

The postholder will liaise with a wide variety of contacts and will show professionalism, confidentiality, in their relationships.

Key contacts will include school staff, in particular the Leadership team, Multi-Academy Trust Central team, and external agencies including children's social care and healthcare professionals.

The postholder will be expected to develop effective relationships with parents and the wider school community.

Contacts may also include staff from other schools/nurseries to share best practice.

Decision Making

The postholder will show a high degree of autonomy in managing cases effectively, whilst ensuring that the Headteacher and other leadership staff are fully briefed about complex cases.

Resources

Access to a range of school resources and ability to make bids against pupil premium funding for specialist resource.

Working Environment

The role will be school based though the postholder will be expected to attend meetings off-site, for example at other offices and occasionally at pupils' homes.



PERSON SPECIFICATION



BATH & WELLS
Multi Academy Trust

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Job Title:	SENDCo
Location:	St John & St Francis School

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and Experience	<ul style="list-style-type: none"> • Experience of working with pupils with SEND. • Qualified Teacher Status 	<ul style="list-style-type: none"> • National award for SEND Co-ordination or be working towards it. • Additional qualifications relevant to SENDCo. • Experience as a SENDCo in a school. • Experience of chairing multi-agency meetings.
Knowledge	<ul style="list-style-type: none"> • Proven ability to keep up to date with developments in SEND and safeguarding. • Working knowledge of SEND Code of Practice and effective teaching and behaviour strategies for SEND pupils. • Good understanding of equal opportunities and how this applies to SEND pupils. 	<ul style="list-style-type: none"> • Knowledge of relevant systems and procedures, for example Early Help assessment and Funding applications. • Knowledge of Educational HealthCare Plan criteria and application.
Skills and Abilities	<ul style="list-style-type: none"> • Ability to coach and develop other staff members in SEND policy and best practice. • Ability to analyse and prepare data for Governor or other scrutiny. 	<ul style="list-style-type: none"> • Experience of preparing reports on SEND within the school, for Leadership team and Governors. • Experience of managing staff. • Experience of co-ordinating SEND processes such as Team Around the Child meetings. • Experience of delivering training relating to SEND.
Work-related Personal Requirements	<ul style="list-style-type: none"> • A passion for Special Educational Needs. • Ability to form effective partnerships with a wide variety of people – parents, external agencies, etc. • Ability to manage own workload and direct others in their work. 	

I agreed that I have read the job description which is fair and accurate statement of the requirement of the position:

Job Holder: Date:



Line

Manager:

Date:



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