

Coit Primary School
JOB DESCRIPTION

Job Title: Special Educational Needs and Disabilities Co-ordinator (SENDCO) with responsibility for the 12-place Locality Hub.

Allowance: TLR 2A

Responsible to: Executive Headteacher

The key task of the SENDCO is to ensure that Special Education Needs and Disabilities (SEND) provision is both efficiently and effectively managed. The range of responsibilities delegated to the SENDCO regarding provision and coordination is outlined below. It is expected that all legal and statutory requirements are met for pupils with SEND via the SENDCO.

Core Purpose of the Post

The SENDCO, takes responsibility for the day-to-day operation of provision made by the school for pupils with SEND and provides professional guidance in the area of SEND in order to secure high quality teaching and the effective use of resources to maximise achievement of all pupils.

Main Responsibilities:-

- Strategic direction and development of SEND provision
- Teaching and Learning
- Leading and managing staff
- Efficient and effective deployment of staff and resources
- Liaison with external agencies

Strategic direction of SEND provision

- Drive improvement in provision and outcomes for children in school
- Develop and implement Teaching and Learning initiatives using evidence-based strategies across school which raise the teaching practice of all members of staff and raises standards and progress for all pupils with SEND
- Model excellent practice for all teachers and teaching assistants to maintain a clear focus on outstanding delivery for all learners
- Ensure effective systems of communication, including feedback about pupils' learning to inform future planning
- Monitoring the quality of SEND support by establishing effective systems to identify and meet the needs of pupils, whilst ensuring that the systems are coordinated, evaluated and regularly reviewed.
- Ensure that the objectives of the SEND policy are reflected in the school improvement plan. Liaise with and coordinate the contribution of external agencies
- Have an up-to-date knowledge of National and local initiatives which may impact upon policy and practice

- Report, as required, to governors
- Work closely with external agencies to gather further specialist advice and work with staff to put recommendations in place and ensure provision for pupils is suitable and effective.

Progress and Achievement of Pupils

- Monitor the achievements, welfare and discipline of pupils and to follow up the progress reviews, liaising with the Inclusion Team and parents where appropriate.
- Liaise with feeder schools particularly regarding transition, and with external agencies
- Co-ordinate the applications for any special arrangements in external examinations

Teaching and Learning

- Influence the whole Teaching and Learning policy to champion inclusion
- Lead INSET training where appropriate
- Identify opportunities for liaison with other schools to share best practice
- Collect and interpret specialist assessment data gathered on pupils and use to inform practice
- Work with pupils, subject leaders, class teachers and SLT to ensure realistic expectations of behaviour and achievement are in place for all SEND pupils
- Support developments and initiatives to improve standards in English and Maths as well as access to the wider curriculum
- Oversee and monitor the quality of Education and Health Care Plans and other relevant information for subsequent meetings with parents
- Develop systems for colleagues to monitor and record progress made by pupils with SEND towards the achievement of targets set in Education and Health Care Plans
- Review Education and Health Care plans and support plans with parents, pupils and teachers and agree and communicate new targets
- Meet statutory responsibilities
- Lead the Annual Review Meetings

Leadership and Management

- Be instrumental in planning for continual improvement across all year groups
- Promote an atmosphere of continuing professional development and to share good practice with colleagues
- Support the professional development of all staff, including newly qualified teachers and initial teacher training students
- Manage effectively all staff connected with SEND Inclusion
- Encourage all staff to recognise and fulfil their statutory responsibilities
- Identifying the training needs of staff and organising/coordinating INSET and CPD to be delivered by SENDCO and/or external professionals alongside
- Disseminate procedural information such as recommendations of the SEND Code of practice and the schools own SEND policy

- Provide regular information to the Senior Leadership Team (SLT) and governance on the evaluation of the effectiveness of provision for pupils with SEND, to inform decision making and policy review
- Audit inclusive provision across school, to use outcomes to challenge and support school to achieve the best possible provision for all pupils and to support staff in gaining the confidence, knowledge and techniques to support all children
- Assess individual pupils and to effectively use assessments to provide advice and support for staff in devising and implementing consistent use of SSG, Extended Support Plans and EHCPs
- Take an active role in all locality panels.
- Liaise with the Local Authority regarding the Tree House Hub provision.

Efficient and effective development of staff and resources

- Provide advice to SLT and governance relating to resource requirements, the deployment of staff and timetabling in relation to the support of SEND in school and in the Tree House.
- Organise and coordinate the work of colleagues to ensure appropriate deployment of learning resources including ICT
- Maintain existing resources and explore opportunities to develop or incorporate new resources from the wide range available within and externally to the school
- Assess individual pupils and effectively use assessments to provide advice and support for staff
- Devise and implement the consistent use of SSG, Extended Support Plans and EHCPs through ongoing training.

Ethos and Culture

- provide leadership in promoting an ethos and culture within the school that is in line with achieving the aims of the school
- facilitate school behaviours that support and contribute to the values set of the school
- Work collaboratively with the staff and SENDCo at Ecclesfield Primary (within our federation)

Undertake such other duties that may be required from time to time at the request of the Executive Headteacher.

The job description will be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.