|  |  |  |
| --- | --- | --- |
|  | **Milton Hall Primary School and Nursery****Job Description** |  |
| **Name:****Post:** **Grade:** | **Lead Special Educational Needs Coordinator** **Leadership Scale L1 to L5** |
| **Responsible to:** | **Headteacher** |  |

**INTRODUCTION**

* This job description should be read in conjunction with the current School Teachers’ Pay and Conditions Document and the provisions of the document will apply.
* The performance of all the duties and responsibilities shown below will be under the reasonable direction of the headteacher.

**JOB PURPOSE**

* To play a leading role in raising standards throughout the school.
* To take a strategic role in School Improvement and a leading role in improving the provision provided to pupils with Special Educational Needs and Disabilities.
* To play a senior leader role within the school and work closely with other members of the Leadership Team.
* To deploy Leaning Support Assistants in line with SEND need across the school.
* To contribute to the recruitment, selection, appointment and professional development of Learning Support Assistants.

**DUTIES**

* Preparing and updating SEND action plans focussing on provision, impact and outcomes.
* To produce termly reports and data analysis for the Headteacher and Governors.
* Shaping, co-ordinating and evaluating whole-school policy concerning SEND.
* Setting up and overseeing SEND records and maintaining them in a secure fashion ensuring GDPR compliance.
* Develop and maintain assessment and evaluation systems, demonstrating the effectiveness of strategies and value for money for the school.
* Liaising with class teachers about Individual Learning Plans (ILPs) and supporting with provision mapping.
* Supporting staff through formal INSET and informal advice to carry forward initiatives within the School Improvement Plan (SIP).
* Understanding the current status of and contributing to SEND needs in the SIP; existing provision in terms of time allocation and resources; intentions for the immediate future and development of SEND provision, impact and expected outcomes.
* Ensuring the website is compliant and all statutory documents are available and updated.
* Completing EHFSA’s and EHCP’s in a timely fashion ensuring all information is accurate and robust.
* Collating evidence for SEND tribunals and other statutory duties.
* Devising learning/behaviour programmes for pupils with emotional, behavioural and social difficulties in consultation with the Pastoral Team.
* Organising the allocation of Learning Support Assistant (LSA) support for individuals in consultation with the Headteacher and Deputy Headteacher.
* Liaising with next providers of education to ensure a pupil and their parents are informed about options and a smooth transition is planned.
* Play a leading part in managing the SEND budget.

**COMMUNICATION**

* Communicate with pupils, parents and carers.
* Working with colleagues and other relevant professionals.
* Collaborate and work with colleagues and other relevant professionals within and beyond the school.
* Through induction of new staff re. Special Educational Needs.

**MONITORING AND EVALUATION**

Through:

* Overseeing the day-to-day operation of the school’s SEND policy.
* Review and support for teachers' planning, records and assessment.
* Classroom observation to sustain the strengths in learning and teaching and overcome any weaknesses.
* Review of the allocation of LSA support for SEND.
* Consultation with subject leaders to provide for coherence, continuity and progression in teaching and learning across the school.
* Formulating with colleagues criteria against which the achievement of objectives can be measured and co-ordinate the steps taken by the school to monitor and evaluate the quality of teaching, learning and achievement for pupils with SEND.
* Review of pupils' work and whether it represents consistent progress and improvement; the standards of achievement and how they compare with national expectations.
* Analysis of teacher assessment and SATs information (where applicable).
* Analysis of internal tests.
* The use of other appropriate systematic methods.

**SENIOR LEADERSHIP RESPONSIBILITIES**

* To work closely with the Senior Leadership Team to ensure continuity of curriculum coverage across the school
* To provide SEND support through coaching and mentoring to teachers, NQTs and students in the teaching of the curriculum across the school.
* To play a strategic role in School Improvement and raising standards.
* To report to governors on matters related to SEND, where appropriate this may require attendance at governing body meetings

**OTHER**

* Although this post is non-class based, some teaching may be required.
* Act as Lead for an allocated subject as allocated by the Headteacher.
* Undertake other reasonable duties as may be requested by the Headteacher.

**WHOLE SCHOOL RESPONSIBILITIES**

* To play a full part in raising attainment and improving pupils’ progress in line with the School Improvement Plan

**GENERAL RESPONSIBILITIES**

* Taking appropriate responsibility for one’s own health, safety and welfare and the health and safety of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally-adopted policies; including taking responsibility for raising any concerns with an appropriate manager.
* To undertake any training commensurate with the post.
* The duties above are neither exhaustive nor exclusive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.
* The job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the duties as set out above.

This job description may be amended at any time after consultation with the post holder.

Signed : ……………………………………………………. Print: ……………………………………………………. Date: ………………………

Employee

Signed : ……………………………………………………. Print: ……………………………………………………. Date: ………………………

Headteacher