



NORTHGATE
High School

Special Educational Needs and Disabilities Co-ordinator Job Description



Job Title: Special Educational Needs and Disabilities Co-ordinator

Responsible to: Headteacher, via Assistant Headteacher, Learning Support

Salary: Appropriate point on the MPR/UPR + TLR1a

In order to fulfil the role outlined above, the job will need to include the following tasks and responsibilities:

Main Purpose:

The SENDCO, under the direction of the Headteacher, will:

1. Determine the strategic development of special educational needs (SEND) policy and provision in the school.
2. Be responsible for day-to-day operation of the SEND policy and co-ordination of specific provision to support individual students with SEN or disability.
3. Provide professional guidance to colleagues, working closely with staff, parents and other agencies.
4. The SENDCO will be expected to fulfil the responsibilities of a teacher as set out in the STPCD.

Curriculum

1. To support and encourage curriculum leaders and all staff in curriculum development.
2. To foster, promote and coordinate cross-curricular approaches and developments.
3. To liaise with curriculum leaders over timetabling and grouping of students with SEND.
4. Provide guidance to colleagues on teaching students with SEN or a disability and advise on the graduated approach to SEND support.
5. To attend meetings of Central Committee, advising particularly with reference to learning support throughout the school.

Staff

1. To act as the link for colleagues to the services and resources available within the Authority and Children and Young People's Services to support students with special educational needs.
2. To assist with the induction and professional development of staff within the department, and performance management procedures within a nationally agreed framework.
3. To oversee the deployment and review the impact of teaching assistants.
4. To work collaboratively with the SENDCO team – communicating effectively to support the needs of students.

Students

1. To have oversight with curriculum leaders and Progress Directors for monitoring the total curriculum provision of each student in the school to ensure a balanced and appropriate curriculum.
2. To coordinate the development of school-based strategies for the identification of students with special educational needs within the framework of national and school policies.
3. To provide school-based assessment of needs and to coordinate the school's response.
4. To monitor the progress of students with special educational needs.
5. To foster the inclusion of students with special needs into the life and culture of the school.
6. To liaise with local primary, special schools and alternative provisions, through special needs network meetings and school visits.
7. To ensure the effective transfer of students to ensure continuity of provision and continuous progress.
8. To ensure the school keeps the records of all students with SEND up to date and dissemination of information is effective and efficient.

Community

1. To liaise with outside agencies as appropriate and lead on the Annual Review process for each student with an Education, Health and Care Plan.
2. To maintain and develop home/school links and to be available for interviews with parents when necessary.
3. To develop and extend links between school and the wider community.
4. To ensure the school's responsibilities are met under the Equality Act [2010] with reference to reasonable adjustments and access arrangements.
5. To be aware of the Local Offer and provision within it and be able to work with other professionals to provide a supportive role to families to ensure students with SEND receive appropriate support.
6. To liaise with possible providers of the next stage of education for a child with Special Educational Needs and ensure both they, and their parents, are informed of options to plan a smooth transition.

Resources and Accommodation

1. To coordinate the school's termly High Tariff Needs Funding return, submitting the response to the LA.
2. With the Assistant Headteacher, to be responsible to the Headteacher and Principal Finance Officer for the oversight of the allocation of resources.

This job description does not form part of the Contract of Employment. It describes in general the duties that the post-holder is expected to complete. The job description does not preclude the teacher from undertaking voluntary activities which may or may not have a bearing on his/her work as described above.

Review of Job Description

This job description has been reviewed in accordance with the Children and Families Act 2014 [2014 c6] Part 3 Children and Young People in England with Special Educational Needs or Disabilities [ss19-83]/67 SEN co-ordinators.

Regulations: The Special Educational Needs and Disability Regulations 2014.

The duties and responsibilities of this post may vary from time to time according to the changing demands of the school. This job description may be reviewed at the reasonable discretion of the Headteacher in the light of those changing requirements and in consultation with the postholder.

March 2023