

Job Description

Title & Grade of Post:	Special Educational Needs and/or Disabilities Coordinator (SENDCo) TLR 1b plus SEND allowance
Postholder:	
Job Purpose:	<ul style="list-style-type: none"> To use professional skills and judgement to lead, manage and develop the SEND Department in order to secure high quality teaching, effective use of resources, effective coaching and mentoring and improved standards of learning and achievement for all students. To have an impact on the educational progress of students with SEND across the school by leading, developing and enhancing the teaching practice of other staff. To lead and manage the department in a way that ensures it works as a team, with common aims, objectives, policies and standards. To support the Headteacher in carrying out his/her responsibilities and to carry out duties as assigned by the Headteacher and Deputy Headteachers As a leading professional, to actively promote outstanding teaching, learning, academic progress and pastoral care across the school.
Reporting to:	<p>The postholder is responsible to the:</p> <ul style="list-style-type: none"> Headteacher and or Deputy Headteacher
Responsible for:	<p>The postholder is responsible for:</p> <ul style="list-style-type: none"> Standards of achievement and attainment of students with SEND. The line management and supervision of all staff within the department. The coaching, mentoring and development of all staff within the department and, where appropriate, across the whole school.
Professional Relationships:	The postholder will also be expected to network and liaise with colleagues in local schools and wider, to ensure a consistency of approach.
Specific Responsibilities and Accountabilities	<p>Strategic Direction:</p> <ul style="list-style-type: none"> Develop and implement policies and practices for students with SEND, which reflect the school's commitment to high achievement. Establish short, medium and long term plans for the development and resourcing of students with SEND. Monitor and evaluate the progress made in achieving subject plans and targets, and evaluate the impact of teaching and learning. Manage the development of staff within the department and evaluate the impact on teaching and learning. Contribute to whole school planning, mainly through participation at Heads of Faculty meetings and by drafting, implementing, monitoring and evaluating the School Development Plan. <p>Teaching & Learning:</p> <ul style="list-style-type: none"> Provide guidance on appropriate teaching and learning methods, and coaching relating to the successful delivery of these methods. Develop and implement systems that are compatible with whole school needs for recording and tracking individual students' progress and collect and interpret specialist assessment data. Ensure schemes of work are developed appropriately, suitable for the whole ability range, and evaluate the impact on teaching and learning. Evaluate the quality of teaching and standards of achievement and attainment, setting targets for improvement for students with SEND. Promote curriculum continuity across the different phases of education. Work with colleagues to promote whole school curricular cohesion to ensure that the curriculum is suitably differentiated. Develop and maintain assessment, recording and reporting procedures in accordance with school policies. Keep parents informed about the work of the department and with their child's progress in accordance with school policies.

	<p>Leading & Managing Staff:</p> <ul style="list-style-type: none"> • Develop an understanding of SEND across curriculum teams and individuals in order to enhance performance in this area. • Contribute to the recruitment and selection of teachers and support staff. • Develop the teaching and learning curriculum team and individuals to enhance performance. • Develop effective coaching and mentoring of all staff within the department. • Carry out performance management requirements in line with school policies • Plan, delegate and evaluate work carried out by the department and individuals. • Promote a creative and collaborative working environment. • Create, maintain and enhance effective relationships. • Support colleagues in maintaining good behaviour and discipline within the department. <p>Other Specific Duties</p> <ul style="list-style-type: none"> • Carry out the duties of this post in line with the remit outlined in the current <i>School Teachers' Pay and Conditions Document</i> • Adhere to the Professional Teacher Standards and consistently model high standards of professional behaviour • As a Designated Senior Person (DSP), be responsible, alongside other senior leaders, for the safeguarding of students and contribute to managing the behaviour of students • Lead by example to motivate and work with others • Promote a culture of inclusion within the school community where all views are valued and taken in to account. • Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community. • Work with the Headteacher and Deputy Headteachers to raise standards through staff performance management. • Be an excellent role model for both staff and students in terms of being reflective and demonstrating a desire to improve and learn.
--	--

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not have been identified in this document

<p>Generic Duties & Accountabilities</p>	<ul style="list-style-type: none"> • The accountabilities detailed within this job description should be supplemented by those accountabilities, roles and responsibilities as set out within DfE statutory guidance. • This job description is indicative in terms of duties and responsibilities. Indicative duties are neither definitive nor exhaustive and do not reflect a contractual entitlement. Employees are expected to comply with any reasonable request from a manager to undertake work of a similar level that falls within the general character of the post. This can include duties not specified in this job description. • Employees are expected to be courteous to colleagues and provide a welcoming environment to parents and visitors. • The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applications or continued employment for any employee who develops a disabling condition. • This job description is current at the date shown, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job which are commensurate with the salary and job title.
---	---

Signed: (Postholder) Date:

Signed: (Headteacher) Date: