

Special Educational Needs Coordinator (SENDCo)

Job Description

Post Title: SENDCo Grade: MPS/UPS + TLR 1 Directly Responsible to: Director of SEND	
Post Purpose	<ul style="list-style-type: none"> To develop the strategic direction of the SEND work, co-ordinating effective provision for pupils with SEND and managing resources. To be responsible for the day to day management and strategic development of the SEND department working closely with students, parents/carers, Academy staff and outside agencies to identify, assess and plan to meet the need of students with SEND and medical needs.
Responsible for	SEND Intervention Team and Teaching Assistants, as appropriate and other relevant teaching and non-teaching personnel associated with the SEND.
Liaising with	Leadership Group, Year Heads, Heads of Subject, Pastoral Support Staff and relevant staff with cross-academy responsibilities, relevant non-teaching support staff, LA staff, parents.
Working time	Full time
Disclosure Level	Full Enhanced Criminal Records Bureau
MAIN (CORE) DUTIES (In addition to all those for Teacher)	
Key Tasks	<ul style="list-style-type: none"> To identify, monitor and track progress of students with SEND and medical needs and use this data to identify areas of underachievement To review policies in relation to SEND and medical needs to ensure they reflect practice and are in line with statutory guidelines To undertake statutory assessment and review processes for students with SEND, including organising and chairing meetings, plan reviews and transfers of statements. To support the raising of achievement by the planning and delivery of effective, evidence-based interventions for students with SEND and medical needs and to monitor the effectiveness of interventions To ensure that interventions for students with SEND and medical needs are monitored, reviewed and evaluated regularly To oversee Intervention provision To manage the Performance Management process and professional development of the Teaching Assistants To ensure the assessment of students for access arrangements for examinations and to organise the staffing and provision of these arrangements To oversee the purchase of relevant resources for the SEND team To work collaboratively with subject teachers to ensure high standards of teaching and learning for all students with SEND To maintain the records of students with SEND and medical needs and manage relevant resources To manage and oversee the drawing up and review of provision maps, Management Guides and the precis of professional reports To manage the SEND budget

	<ul style="list-style-type: none"> • To undertake referrals to outside agencies as required and work in collaboration with a range of education, health and social care agencies • To organise and monitor the transition of students with SEND and medical needs at Key Stage 2-3, 3-4, and 4-5. • To support in the delivery of advice and training to staff regarding the management, teaching and learning of pupils with SEND, EAL and medical needs to disseminate good practice. • To commission training for staff from outside providers when necessary • To provide timely and up-to-date reports to a designated member of Senior Leadership Team regarding matters within SEND, including advice on staff deployment. • To provide Governors with an annual report on the performance of the SEND team, and its students, including SEND GCSE performance, each year in October.
Management of Resources	<ul style="list-style-type: none"> • To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the subject/curriculum area budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records. • To work with the Leadership group in order to ensure that the Subject/curriculum area's teaching commitments are effectively and efficiently timetabled and roomed.
Communication and Liaison	<ul style="list-style-type: none"> • To communicate effectively with the parents of students as appropriate. • Where appropriate, to communicate and cooperate with persons or bodies outside the Academy. • To follow agreed policies for communications in the Academy. • To take part in parents' evenings. • To contribute to the development of effective subject links with external agencies.
Management Information	<ul style="list-style-type: none"> • To maintain appropriate records and to provide relevant accurate and up-to-date information to MIS, registers, etc. • To complete the relevant documentation to assist in the tracking of students. • To track student progress and use information to inform teaching and learning.
Teaching	<ul style="list-style-type: none"> • To undertake an appropriate programme of teaching in accordance with the duties of a standard teacher – negotiated dependant on experience.
Additional Duties	<ul style="list-style-type: none"> • To play a full part in the life of the Academy community, to support its vision, mission and ethos and to encourage staff and students to follow this example. • To undertake any other duty as specified in the STRB not mentioned above.
Other Specific Duties	<ul style="list-style-type: none"> • To participate in personal development as agreed. • To undertake any other duty as specified by the Principal not mentioned in the above.

	<ul style="list-style-type: none"> • Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. • Employees will be expected to comply with any reasonable request from a manager • To undertake work of a similar level that is not specified in this job description • The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
Safeguarding	<ul style="list-style-type: none"> • Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with. • Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. • Be aware of, support and ensure equal opportunities for all. • Contribute to the overall ethos/work/aims of the Academy
Academy Ethos and Other	<ul style="list-style-type: none"> • To play a full part in the life of the Academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example. • To participate in the Academy extra-curricular programme. • To support the Academy in meeting its legal requirements for worship. • To promote actively the Academy's corporate policies. • To comply with the Academy's Health and Safety policy and undertake risk assessments as appropriate. • To undertake any reasonable additional duties as directed by the Principal.
<p>Signatures :</p> <p>The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p> <p>This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade in line with the Academy's changing needs.</p> <p>Signed (Teacher) Signed (Principal) Dated (Teacher) Dated (Principal)</p>	

SENDCO PERSON SPECIFICATION

Person Specification Attributes	Essential Criteria	Desirable
Training and Qualifications	<ul style="list-style-type: none"> • A graduate in a relevant discipline • To hold a teaching qualification that is recognised by the DfE • National SENCO Award or willing to complete training • Successful experience in a secondary Academy • To have evidence of continuing and recent professional development relevant to the post 	Other specialist qualification in SEND
Experience	<ul style="list-style-type: none"> • Working effectively with students with SEND • Directly supporting children with special educational needs • Effective working with a variety of stakeholders • Effectively leading the work of a number of adults • Monitoring and identifying areas for improvement • Leading, motivating and developing practice • Effective use of assessment and analysis of SEND children's progress in raising standards • Teaching experience across the secondary range having taught at all levels of ability and age to at least a good standard 	Experience as SENDCo Experience of working as part of a SEND team
Professional knowledge, skills and understanding	<ul style="list-style-type: none"> • Previous experience of effective SEND development and pupils based learning • Thorough and up to date knowledge of SEND code of practice and SEND issues • Proven Management and SENDCo skills to support inclusion teaching and learning • Ability to produce accurate work to tight deadlines under pressure • Ability to communicate clearly in writing and orally a variety of audiences • Ability to be able to deal sensitively with pastoral issues relating to staff and students 	Experience of managing successful change

	<ul style="list-style-type: none"> • Extensive ICT skills that reflect the impact of technology on today's classrooms • Ability to deal sensitively with students and parents of those with SEND 	
Personal Qualities and Abilities	<ul style="list-style-type: none"> • An enthusiastic, confident and able communicator with excellent interpersonal skills • An effective organiser who can get the most from all types of resources through their development and deployment • A positive and resilient individual with drive, initiative, vision and commitment to improve standards in the Academy • Can lead, motivate and inspire others including teachers, parents and governors • Commitment to inclusion and raising standards for all 	Able to demonstrate strong leadership and management skills
Management	<ul style="list-style-type: none"> • Ability to analyse and evaluate data on students • Ensure appropriate curriculum provision for all students across the Department • Ability to establish credibility with colleagues, students and parents 	