



JOB DESCRIPTION

Special Educational Needs & Disabilities Co-ordinator

Job title	Special Educational Needs and Disability Co-ordinator (SENDCO)
Salary	L2-L6
Contract type	Fulltime - Permanent
Reporting to	Assistant Headteacher
Responsible for	SEND TLAs, Infant Inclusion Co-ordinator

Overall responsibility:

- To determine the strategic development of special education needs disability (SEND) policy and provision in the school, in consultation with the relevant SLT member.
- To be responsible for day-to-day operation of the SEND policy and co-ordination of specific provision to support individual pupils with SEN or a disability and monitor its effectiveness
- To manage, develop and maintain high quality SEN provision which enables quality teaching, excellent learning outcomes and success for all pupils
- To provide professional guidance to colleagues, working closely with staff, parents and other agencies
- To model effective teaching, to coach and train colleagues
- To keep all aspects of paperwork including records and policies, up-to-date and actioned, as appropriate

Key Accountabilities

Strategic direction and development of SEN policy and provision:

- Contribute to a positive ethos in which all pupils have access to a broad, balanced and relevant curriculum
- Support all staff in understanding the needs of SEN pupils
- Devise and promote plans to ensure the needs of pupils with SEN are met and that they are reflected in the school improvement plan
- Regularly monitor and review progress against targets for pupils with SEN from teachers' plans, evaluate the effectiveness of teaching and learning
- Analyse and interpret relevant school, local and national information/initiatives relating to pupils with SEN and advise the head teacher on the level of resources required to maximise achievement
- Liaise with staff, parents, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of educational provision for pupils with SEN
- Develop partnerships with parents to ensure that their views are considered and acted upon appropriately
- Ensure that pupils with SEN are enabled to share their views and that these are acted upon appropriately

- Advise on staff deployment as part of the use of the school's budget to meet pupils' needs effectively
- Maintain an accurate SEND register and provision map
- Be aware of the provision in the local offer

Teaching and learning:

- Support the identification of, and disseminate the most effective teaching approaches for pupils with SEN, advise on the graduated approach
- Collect and interpret specialist assessment data on SEN to inform practice
- Work with pupils, class teacher and phase leads to ensure realistic and challenging expectations of pupils with SEN
- Implement and lead intervention groups for pupils with SEN, and evaluate their effectiveness
- Promote pupil's inclusion in the school community and access to the curriculum, facilities and extra-curricular activities
- Monitor the use of resources, teaching activities and target setting and develop and maintain a recording system for progress of pupils with SEN
- Analyse assessment data for pupils with SEN or a disability
- Review education, health and care plans with parents/carers and pupils termly
- Ensure if pupil transfers to another school, all relevant information is conveyed in timely manner, and support smooth transition for the pupil

Leading and managing Staff:

- Achieve constructive working relationships and establish opportunities for the SENDCO, support assistants and other teachers to review the needs, progress and targets of pupils with SEN
- Provide regular information to Senior Leadership Team (SLT) and governors on the effectiveness of SEN provision and outcomes
- Identify, advise and contribute to all aspects of SEN training to ensure the professional development of staff
- Promote an ethos and culture that supports the school's SEN policy and promotes good outcomes for pupils with SEN or a disability
- Lead and manage staff appraisals and review staff performance on an ongoing basis

Parents, the community and extended schools – to:

- Play a full part in the life of the school community
- Work with parents and families who have a child with SEN offering support and guidance
- Encourage parents to participate in the life of the school in a variety of ways

Managing own performance and development:

- Demonstrate resilience and resourcefulness.
- Take responsibility for own professional development.
- Participate in the school's appraisal and professional development scheme, ensuring that objectives are set and met within the agreed time-scale.

- Think creatively and imaginatively to anticipate and solve problems and identify opportunities

Use of Resources:

- Identify appropriate resources to promote and support the achievements of SEN children and ensure they are used efficiently, effectively and safely
- Oversee and monitor appropriate budget allocations in liaison with the Headteacher / line manager