

JOB DESCRIPTION & KEY ACCOUNTABILITIES

Post Title: Special Educational Needs Coordinator (SENDCo)
Location: Chiltern Way Academy

MAIN PURPOSE OF JOB

This is a draft job description and the areas of responsibility will be developed throughout the year to reflect the strengths of the post holder, their areas for development and their aspirations.

- To provide strategic leadership of the provision for students with special educational needs (SEN) across the school in order to ensure that these students make excellent progress
- To lead, manage and effectively deploy staff and resources within the SEN provision to ensure EHCP targets are being met
- To lead, monitor and evaluate the development of learning and teaching strategies for students with specific SEN
- To ensure that staff are provided with relevant information and training relating to the support of these students
- To lead on raising standards of student attainment and achievement with SEND students in all year groups and ability profiles
- To ensure that paperwork relating to students with SEN meets statutory requirements, including leading Annual Reviews
- To maintain appropriate relationships with parents of students with SEN and with relevant external organisations
- To take a full role within the school community as a Senior Leader
- To lead on admissions in line with school admissions policy
- To lead on access arrangements so all pupils have the appropriate support in public examinations
- To line manage a team of staff to achieve the above
- To teach specific lessons/classes as required
- To take ownership of any tribunals, including producing relevant paperwork and attending tribunals if required

MAIN ACCOUNTABILITIES

- *The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document.*
- **Accountability**
- Ensure that there is a strategic overview of provision for students with SEN across the school which maximises their potential.
- To deliver the school's SEN policy.
- To monitor and evaluate the quality of teaching in interventions of students with SEN.
- To monitor the effectiveness of intervention for students with SEN by outcome.
- Lead and manage a team of SEN teachers and learning support assistants working directly with students with SEN and ensure that they are effectively deployed.
- Ensure that the senior leadership team and governing body are informed about current good practice and legislation relating to SEN and inclusion and that policies and practices relating to SEN are up to date.
- Liaise effectively with staff across the school, including pastoral, attendance and behaviour support teams, to ensure high quality provision for students with SEN
 - Lead on the development and implementation of inclusive practice throughout the school and liaise with teachers across the school, including delivering appropriate training when necessary.
- Maintain an accurate SEN register and provision map to ensure that provision always meets the needs of students and statutory provision, including overseeing the identification and review of students with SEN.
- Ensure user-friendly versions of needs and best practice with individual pupils is freely available to staff and regularly updated.
- Ensure that Education and Health Care Plans (EHCPs) and other relevant documentation relating to students with SEN are regularly reviewed with students, parents and other agencies and recommendations made are implemented.
- To ensure that exam concessions for students with SEN are carried out and implemented.
- Monitor, analyse and report on assessment information and examination results for students with SEN to ensure that they make excellent progress.
- Prepare for statutory assessments and ensure that all students with a statement of education have an annual review.
- Lead and manage intervention relating to literacy, and numeracy.
- Lead and manage interventions related to emotional and relational needs.
- Support the transition of students between Key Stages, with transition leads.
- Admissions completed as per admission policy.

▪ **MAIN ACCOUNTABILITIES cont'd**

- **Liaison**
- Leadership Team
- Governing Body
- Special Educational Needs Team
- Subject Leaders
- Students
- Parents
- Other Teaching and Support Staff
- Governors
- Local Education Authority representatives
- External agencies

- **Working Time**
- This is a full-time post

▪ **MAIN DUTIES AND CORE ACCOUNTABILITIES**

- **Learning and Teaching**
- To plan and prepare lessons, teach pupils as assigned, including the setting and marking of work.
- To teach consistently high-quality lessons as highlighted in the Teaching Standards.
- To assess, record and report on the progress and attainment of students with SEN.
- To monitor and learning and teaching and academic progress of students with SEN and lead appropriate intervention where required.
- To apply specialist methods of teaching and to participate in arrangements for further training.
- To effectively identify deployment of SEND teachers and ensure the effective/efficient deployment of classroom support.
- To maintain discipline in accordance with the school procedures, and to encourage good practice about punctuality, behaviour, standards of work and homework.
- To contribute towards reviewing, developing and refining schemes of work for departments taught in to extend and improve current resources.
- Update professional knowledge and expertise as appropriate to keep up to date with developments in teaching practice and methodology in general, and in the curriculum areas taught in.
- To prepare students for public examinations and to participate in all necessary routines associated with them, whether authorised by the school or the examination boards.

▪ **MAIN DUTIES AND CORE ACCOUNTABILITIES cont'd**

▪ **Recording and Assessment**

- To monitor and evaluate student progress and provide assessment and feedback to students in line with whole school and department policy.
- To organise and evaluate the tracking of student progress and use information to inform learning and teaching.
- To provide or contribute oral or written assessments, reports and references as required for individual students.

▪ **Leadership**

- To support the development and implementation of the vision and strategic direction of the school reflecting its educational and moral aspirations and values.
- To provide strategic leadership of provision for students with SEN across the school.
- To lead and manage the SEN team.
- To lead the process of monitoring and evaluation of SEN in line with agreed school policies and procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.
- To implement internal QA systems within SEN regarding tracking of student attainment, achievement, experience and support.
- To pay due regard to the school's equality policy and its application in the work of SEND student support system.
- To promote the general progress and well-being of individual pupils and provide guidance and advice as necessary.
- To participate in staff meetings which relate to curricular, guidance, administrative and organisational issues.

▪ **Pastoral Care**

- To communicate and consult with parents of pupils and with other appropriate persons and bodies outside the school, as appropriate.
- To participate in meetings arranged for any of the purposes described, within the school's directed time schedule.
- To promote the general progress and well-being of individual SEND students.
- To identify and celebrate SEND student attainment and achievement in all aspects of school life.
- To monitor Home Learning, ensuring that it contributes to SEND student achievement.
- To attend parent/carer evenings, information evenings and other events which the parents / carers of SEND students are attending.

▪ **MAIN DUTIES AND CORE ACCOUNTABILITIES cont'd**

- **Safeguarding:**
- Be keenly aware of the responsibility for safeguarding children and to help lead the application of the Safeguarding and Safe Practices policy within the school.
- Comply with the school's Safeguarding Policy in order to ensure the welfare of children and young persons.
- To support safeguarding issues relating to SEND students and ensure that Senior Designated Person (and Safeguarding team) are informed of concerns.
- To lead on the monitoring of SEND student progress, safety and support for students on the safeguarding register.
- To lead on the provision to guidance of SEND students on safe guarding and safe practices.
- To liaise with outside agencies as appropriate, including playing a lead role in Child in Need meetings.
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- **Other duties and responsibilities**
- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example
- To contribute to the review of School policies as appropriate.
- To provide support for student's emotional and social needs by encouraging and modelling positive behaviour in line with the School's Behaviour policy and demonstrating high expectations of work and behaviour.
- To manage own record keeping in respect of individual students' development, progress and attainment as appropriate.
- To assist with the general pastoral care of the students, including helping students who are sick, distressed or injured.
- To attend relevant meetings and participate in training opportunities and performance development as required.
- To participate in agreed schemes of teacher appraisal, to include all aspects of in-service training in liaison with the school professional tutor.
- To develop links with Governors, LEAs and neighbouring schools.
- To comply with school policies and procedures with regard to Health and Safety, equal opportunities, race equality, conduct and dress.
- To attend training as and when necessary.
- To undertake any other duties as may be reasonably required by the Principal or Heads of Campus.
- To participate in administrative and organisational tasks related to the duties described above.

LINE MANAGEMENT

Shared management/supervisory responsibility for other identified staff in conjunction with the Headteacher/Deputy Headteacher/Assistant Headteacher. Duties will include induction, deployment, training, mentoring and performance development/management

Whilst every effort has been made to explain the main duties and accountabilities of the post, each individual task undertaken may not be identified.

This Job Description is current at the date shown but following consultation with you, may be changed by Leadership to reflect or anticipate changes in the Job which are commensurate with the salary and Job Title.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The post holder will be subject to enhanced Disclosure and Barring Service (DBS) checks prior to commencing employment.

Signed by Job Holder: Date:

Signed by Line Manager: Date: