



Job Description - SEND Co-ordinator

Responsible to: Headteacher/Director of SEND

Salary/Grade: L7 – L9

Generic Responsibilities

1. To liaise with the Headteacher, Governors and Director of SEND to ensure the school meets the statutory responsibility under the Equality Act 2010 with regard to reasonable adjustments for pupils with SEND.
2. To strategically lead, manage and develop the delivery of Special Educational Needs Education within the school in accordance with the Code of Practice.
3. To be responsible for the monitoring the provision and progress of all students on the SEND register through accurate record keeping.
4. To have responsibility for the leadership, development and enhancement of other staff in order to build capacity and improve accountability for whole school SEND provision.
5. To be responsible for the professional development, line management and deployment of support staff allocated to the Special Educational Needs department.
6. To advise governors, SLT, pastoral staff and HODs in the appropriate delivery of a collaborative, multi-professional approach to meeting the needs of SEND pupils.
7. To contribute to the wider leadership of the school as part of the Senior Leadership team, specific responsibilities will fall in line with school priorities.

Key Responsibilities;

Operational/Strategic Planning

1. Support the identification and assessment of pupils with SEND in order to remove barriers to learning and disseminate specialist information to inform practice.
2. Ensure all staff are aware of and have the necessary skills and understanding to meet the needs of and make reasonable adjustments for pupils with SEND, in order to build robust criteria of good SEND practice.
3. To lead the development and implementation of effective approaches and strategies in policy, planning and everyday practice ensuring the Assess, Plan, Do review cycles are robustly followed.
4. To ensure support plans, Education Health and Care Plans and other statutory documentation including SEND policy and SEND information Report, are up to date and relevant to the provision provided, linked clearly to the outcomes sought within the review time frame.
5. Ensure child centred provision is embedded, with clear parent and pupil voice collected in accordance with the Code of Practice.

6. The day-to-day management and provision within the department, including effective deployment of staff and physical resources.
7. Strategically assess, monitor and evaluate provision and the impact on progress, producing reports for SLT and parents/carers ensuring policy matches practice.
8. To implement School Policies and Procedures, eg: Equality Act 2010, Health and Safety, COSHH, etc.
9. To build capacity and improve accountability in every day practice using evidence from planning, learning walks, book scrutiny and lesson observation. Assess staff skills/needs in order to formulate aims, objectives and strategic future plans which have coherence and relevance to the needs of SEND students and to the aims, objectives, and strategic plans of the school.
10. To liaise with other establishments, parents/carers and outside agencies to ensure the continuity of support, provision and learning during transition periods.
11. To lead, collate information, apply for and provide exam access arrangements or reasonable adjustments in externally validated exams and internal assessments, where necessary, for students who would otherwise be at a substantial disadvantage due to their disability in accordance with JCQ guidelines.
12. To lead and manage the business planning function of the department, to ensure that the planning activities of the department reflect the needs of students within the subject area, SDP/DDP and aims and objectives of the school. SEND budget planning should ensure best value principles inform SEND planning.
13. To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the department are in line with national requirements and are updated where necessary, therefore liaising with the School's Site Manager.
14. To promote the safeguarding and welfare of the school community following guidelines stated in the safeguarding policy.

Curriculum Provision and Development

1. To be accountable for the development and delivery of the SEND specialised provision and support, ensuring that the department provides a range of teaching which complements the school's strategic objectives.
2. To lead the development for the whole department (SEND).
3. To keep up-to-date with national developments in the subject area and methodology.
4. To actively monitor and respond to developments and initiatives at national, regional and local levels.
5. To ensure that the provision for SEND is in line with national developments.

Staffing (Staff development and recruitment/deployment of staff)

1. To establish a strong and skilled team to deliver high quality SEND support strategies and interventions.
2. To monitor the deployment of staff to ensure the statutory actions are prioritised and met.
3. To work with Senior Leaders to ensure that staff development needs are identified and that appropriate programmes are designed and meet such needs in order to build capacity and ensure accountability for meeting the needs of SEND pupils.
4. To be responsible for the efficient and effective deployment of the Department's support staff.

5. To undertake Performance Management Review(s) and act as a reviewer for the group of staff within the designated department.
6. To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures.
7. To promote teamwork and to motivate staff to ensure effective working relations.
8. To participate in the school's ITT programme.
9. To be responsible for the day to day implementation of the SEND policy, management of staff within the designated department and act as a positive role model.
10. Take on SLT link work as appropriate.

Quality Assurance

1. To ensure the effective operation of quality control systems, including monitoring pupil provision and impact on progress (academic and non-academic).
2. To establish the process of the setting of targets within the department and to work towards their achievement, ensuring provision is linked to needs and desired outcomes.
3. To establish common standards of good practice within the department and whole school.
4. To contribute to the school procedures for lesson observation and work scrutiny.
5. To implement school quality procedures and to ensure adherence to those within the department.
6. To ensure the implementation of the School Improvement Plan.
7. To monitor and evaluate the department in line with agreed school procedures including evaluation against quality standards and performance criteria.
8. To seek/implement modification and improvement where required.
9. To ensure that the department's quality procedures meet the requirements of Self Evaluation and the Strategic Plan.

Management Information

1. To ensure the maintenance of accurate and up to date information concerning the department on the management information system.
2. To analyse and evaluate performance data in in line with local and national trends.
3. To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken
4. To produce reports within the quality assurance cycle for the department
5. In conjunction with the relevant member of the SLT, to manage the department's collection of data.
6. To provide the Governing Body with relevant information relating to the departmental performance and development.

Communications

1. To ensure that all members of the department are familiar with its aims and objectives.
2. To build effective communication with all stakeholders, partner and feeder schools, external agencies and the Local Authority.
3. To communicate regularly with all members of the school community and offer support and guidance.
4. To represent the department's view and interests.

Marketing and Liaison

1. To contribute to the school liaison and marketing activities, eg: the collection of material for press releases.
2. To lead the development of effective subject links with partner schools and the community; to attend where necessary, at liaison events in partner schools and to effectively promote subjects at Open Days/Evenings and other events.
3. To actively promote the development of effective subject links with external agencies.
4. To promote the Local Offer.

Management of Resources

1. To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down including deploying the department budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock and keeping appropriate records.
2. To complete statutory provision mapping, monitoring and evaluating the use of resources ensuring best value principles are utilised.
3. To work with the appropriate member of the SLT in order to ensure that the department's commitments are effectively and efficiently timetabled and roomed.

Pastoral Systems

1. To monitor student attendance together with students' progress and performance in relation to targets set for each individual: to ensure that follow up procedures are adhered to and that appropriate action is taken where necessary.
2. To work closely with the pastoral staff to ensure assessments and referrals are carried out in order to make reasonable adjustments where appropriate.
3. To contribute to PSHE, citizenship and enterprise according to school policy.
4. To ensure the Behaviour Management system is implemented in the department so that effective learning can take place.

Additional Duties

- 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 play a full role in the Senior Leadership of the school, contributing to the operational and strategic running of the school.
- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
- To undertake any reasonable request of the Headteacher and accept any reasonably delegated additional responsibility from the Headteacher.

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 are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.