



SOUTH WEST ESSEX
COMMUNITY EDUCATION TRUST

Job Description SEND/CO Coordinator





JOB TITLE: Special Educational Needs Co-ordinator

REPORTS TO: Head Teacher

JOB PURPOSE

- Determine the strategic development of special educational needs (SEND) policy and provision in the school
- Be responsible for day-to-day operation of the SEND policy and co-ordination of specific provision to support individual pupils with SEND or a disability
- Provide professional guidance to colleagues, working closely with staff, parents and other agencies

The SENCO will also be expected to fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document.

This is a SEND post within the school's staffing structure, you will be required to meet the general requirements of this post as specified in the School Teacher's Pay and Conditions Document. In addition, you will be required to fulfil any reasonable expectations from the Headteacher

KEY CORPORATE ACCOUNTABILITIES

- Commitment to the Trust and school's vision and values;
- To maintain awareness of and commitment to the Trust's Equality, Diversity and Inclusion in Employment Policy in relation to both, employment and service delivery and to observe of conduct which prevents discrimination taking place;
- To comply with all Trust policies and procedures including the Code of Conduct, Safeguarding Policy and E-Safety Policy;
- Undertake safeguarding training at least annually, with further updates as required;
- To fully comply with the Health and Safety at Work Act 1974, the Trust's Health and Safety Policy and all locally agreed safe methods of work;
- To work with colleagues to achieve service plan objectives and targets;
- To participate in the Performance Management Procedure and contribute to the identification of team development needs; and
- At the discretion of the Head Teacher, such other activities as may from time-to-time be agreed and are consistent with the nature of the job description herein.

PRINCIPAL ACCOUNTABILITIES

Duties and responsibilities

Strategic development of SEND policy and provision

- Have a strategic overview of provision for pupils with SEND or a disability across the school, monitoring and reviewing the quality of provision
- Contribute to school self-evaluation, particularly with respect to provision for pupils with SEND or a disability
- Ensure the SEND policy is put into practice, and that the objectives of this policy are reflected in the school improvement plan
- Maintain an up-to-date knowledge of national and local initiatives which may affect the school's policy and practice
- Evaluate whether funding is being used effectively, and propose changes to make use of funding more effective

Operation of the SEND policy and co-ordination of provision

- Ensure that SEND policy and provision is both efficiently and effectively managed. Maintain an accurate SEND register and provision map, updating this as necessary
- Ensuring all legal and statutory requirements are met for pupils
- Provide guidance to colleagues on teaching pupils with SEND or a disability
- To support, hold accountable, develop and lead the inclusion team, evaluating impact of all provision
- Advise on the use of the school's budget and other resources to meet pupils' needs effectively, including staff deployment
- Be aware of the provision in the local offer
- Work with early years providers, other schools, educational psychologists, health and social care professionals, and other external agencies
- Be a key point of contact for external agencies, especially the local authority
- Analyse assessment data for pupils with SEND or a disability and groups of children
- Implement and lead intervention groups for pupils with SEND and evaluate their effectiveness
- Contribute effectively to the school performance management system as an appraiser of SEND staff

Support for pupils with SEND or a disability

- Identify a pupil's SEND
- Co-ordinate provision that meets the pupil's needs, and monitor its effectiveness
- Secure relevant services for the pupil
- Ensure records are maintained and kept up to date
- Review the education, health and care plan with parents or carers and the pupil
- Communicate regularly with parents or carers. This includes organizing the review process and leading review meetings
- Ensure that if the pupil transfers to another school, all relevant information is conveyed to it, and support a smooth transition for the pupil
- Promote the pupil's inclusion in the school community and access to the curriculum, facilities and extra- Support for identified underachieving and most able groups
- Identification of groups
- Co-ordinate provision that meets the pupil's needs, and monitor its effectiveness
- Ensure records are maintained and kept up to date
- Communicate regularly with parents or carers
- Promote the pupil's inclusion in the school community and access to the curriculum, facilities and extra-curricular activities

Leadership and management

- Work with the Headteacher in promoting and developing a vision for the school; demonstrating inspirational leadership and creativity
- Manage the day to day activities of delegated areas of responsibility to ensure the school meets statutory requirements in a highly effective and efficient manner.
- Play a significant role in the school improvement planning process, taking account of the agreed priorities of the school and reflecting on personal areas of responsibility
- Prepare and review information for the governing body each term
- Contribute to the school improvement plan and whole-school policy
- Develop an action plan in specified areas of responsibility, in order to bring about improvements and in response to outcomes of monitoring and evaluation
- Contribute to regular evaluation of the impact of the use of resources in relation to the quality of education of the children and value for money
- Contribute to the self-evaluation of the school and contribute to the SEF
- Identify training needs for SEND staff and how to meet these needs
- Lead INSET for staff
- Share procedural information, such as the school's SEND policy



- Promote an ethos and culture that supports the school's SEND policy and promotes good outcomes for pupils with SEND or a disability
- Be responsible for the progress and attainment of EAL, Disadvantaged, Gifted and Talented and identified groups
- Take part in extra and curricular activities
- Work with the designated teacher for looked-after children and complete PEPs.
- Lead and manage teaching assistants working with pupils with SEND or a disability
- Lead staff appraisals and produce appraisal reports
- Review staff performance on an ongoing basis
- Ensure that equal opportunities for children and staff are effectively promoted

Strengthening Community

- Support the development of the school within the community, strengthening partnerships with other schools and services thus enhancing community cohesion
- Demonstrate an understanding of the changing diversity of the school community
- Contribute to policies and practices which promote equality of opportunity and tackle prejudice
- Evaluate and enhance the development of a curriculum which provides children with opportunities to enhance their learning within the wider community
- Promote and model good relationships with parents and carers which are based on partnerships to support and improve children's achievement involving parents as true partners in the education of their children

Professional Characteristics

- Demonstrate that you are an effective professional who challenges and supports all children to do their best
- Inspiring trust and confidence
- Building team commitment
- Engaging and motivating children
- Analytical thinking

Taking positive action to improve the quality of children's learning

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time-to-time. Any such duties should not, however, substantially change the general character of the post.

This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

I confirm that I have read and understood, and that I accept, the above job description:

Signature: Date: Name in full: