



JOB DESCRIPTION

Job Title:	SPECIAL EDUCATIONAL NEEDS CO-ORDINATOR/TEACHER (member of the Senior Leadership Team)
Grade:	Upper Pay Range
Primary Purpose of Role:	Lead and manage the SEND provision in the school To provide an effective education for pupils within the framework by all the statutory requirements
Responsible to:	The Head Teacher

Main Duties: -

- The Special Education Needs Co-ordinator will be expected to fulfil the professional responsibilities of a teacher, as set out in the current School Teachers Pay and Conditions Document. (Whole School Pay Policy)
- Responsible for day to day operation of the SEND policy within the school and co-ordination of specific provision to support individual pupils with SEND
- Determine the development of Special Educational Needs and Disability (SEND) policy and provision in the school
- Provide professional guidance to colleagues, working closely with staff, parents and other agencies
- Review staff performance
- Have an overview of provision for pupils with SEND in the school, monitoring and reviewing the quality of provision
- Maintain an up-to-date knowledge of national and local initiatives which may affect policy and practice
- Attend meetings when required

Operation of the SEND policy and co-ordination of provision

- Maintain an accurate SEND register and provision map
- Provide guidance, mentoring and training to colleagues on teaching pupils with SEND and advise on the graduated approach to SEND support, with particular emphasis on Quality First Teaching (QFT)
- Work with: Educational Psychologists, health and care professionals, other schools and external agencies as appropriate
- Analyse assessment data for pupils with SEND
- Implement intervention groups for pupils with SEND, and evaluate their effectiveness

Support for pupils with SEND

- Identify a pupil's potential 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
- Ensure applications for Education, Health and Care Plans are completed where appropriate
- Review the Education, Health and Care Plan with parents, carers and pupil
- Communicate regularly with parents/carers
- Ensure that if/when 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-curricular activities
- Work with the designated teacher for Look After Children, where a Looked After pupil has SEN or a disability

Leadership and Management

- Ensure the school meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements
- Prepare and review information the Full Governing Body are required to publish
- Contribute to the school improvement plan and whole school policy
- Identify training needs for staff and how to meet those needs
- Lead INSET, quality teaching workshops and other training for staff
- Share procedural information such as the SEND policy
- Promote an ethos and culture that support the SEND policy and promotes good outcomes for all pupils with SEND