



## **Waterside Academy – Agora Learning Partnership**

### **JOB DESCRIPTION:**

#### **Special Educational Needs and Disabilities Coordinator (SENDCo)**

**Responsible to:** Headteacher

**Scale:** MPS3 – UPS3

**Duties:** The School Teachers' Pay and Conditions Document specifies the general professional duties of all teachers. In addition, certain particular duties are reasonably required to be exercised and completed in a satisfactory manner.

**Post Holder:** This post is aimed at providing the post holder with an opportunity to contribute to the strategic development of the standard of education across the school.

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### **Personal and Professional Standards**

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

Staff are also expected to:

- support the aims and ethos of the school and not do anything, in any way, contrary to the interest of the academy

- set a good example in terms of professional presentation, punctuality, and attendance
- take responsibility for your own personal development and training as a consequence of the performance review cycle
- attend team and staff meetings as appropriate, contributing actively whenever possible
- provide a courteous, prompt, and polite service to all members of the school community, including parents/carers, pupils, all staff, contractors, suppliers and other visitors
- actively contribute to the school's ethos by forming positive relationships within the school's community and working collaboratively with other colleagues as appropriate or when directed
- be aware and comply with all relevant policies and procedures within the school, particularly those relating to child protection, equality, health and safety and confidentiality. It is the duty of all colleagues to report breaches of school policies or procedures to the Headteacher

## **Purpose**

The key responsibilities of the Special Educational Needs and Disabilities Coordinator include:

- Implement the highest quality provision (teaching and learning) and pastoral care to meet the needs of all pupils.
- Co-ordinate and plan provision, including supporting personalising the curriculum and intervention programmes for children with special educational needs and for other vulnerable groups or individual pupils; especially where there is difficulty in access to the curriculum
- Liaise with other leaders and managers to share information, coordinate provision, and evaluate impact
- Liaise with parents/carers of children with special educational needs, those from vulnerable or 'hard to reach' families
- Work closely with our partner schools, the Academy Trust, Family Support Workers and other providers to share expertise and information to promote effective practice and outcomes for pupils

## **Leadership and Management Responsibilities:**

- To provide leadership and management in respect of raising standards of attainment for pupils with SEND
- Liaise with and provide CPD to teachers regarding SEND and, when required, lead meetings with teachers to meet the needs of pupils with identified SEND
- To ensure that effective assessment strategies are implemented and monitored for pupils with SEND, in order to:
  - provide baseline assessments and data tracking to support at least good pupil progress
  - contribute to the pupils' sense of achievement and success
  - optimise staff support for pupils

-inform parents/carers about their child's progress and attainment

-inform SLT about pupil progress and school targets

- To ensure the implementation and development of comprehensive monitoring and evaluating systems that ensure that provision for pupils is of the highest quality
- To take responsibility for promoting and safeguarding the welfare of children and young persons
- To be a member of the school's middle leadership team, contributing positively towards the management and leadership of the school

### **General Responsibilities:**

- Identification and assessment of all SEND and potential SEND pupils
- Maintaining and updating the SEND register, and implementing the procedures required thereafter
- Ensure that all appropriate staff understand and enact their pupils' APDRs, are familiar with the SEND policy and are aware of how to refer pupils in need of assessment regarding special educational provisions
- To liaise with curriculum leaders in order to effectively deliver the special educational needs service and to ensure that all pupils make progress in accordance with their APDR and/or EHCPs
- To lead the assessment, monitoring and tracking of all SEND pupils' progress termly - inclusive of academic progress, behaviour, welfare, and attendance
- Create, plan, track and evaluate intervention provision outside of the planned curriculum
- Work with a range of staff in co-ordinating and communicating services such as the educational psychology service, specialist teacher services, speech and language therapy service, literacy support service etc.
- Enable the Governors to discharge their statutory responsibilities in relation to pupils with SEND and keep them well informed as to the implementation of the SEND policy.
- Prepare the annual report on SEND provision, that is presented to the Governors
- Provide all staff with concise information regarding SEND pupils' needs/targets/methods of assessments and procedures.
- To monitor EHCP's for individual pupils and ensure they are regularly reviewed
- To provide and contribute to EHCPs and APDRs. Oversee the regular monitoring and review of EHCP's involving interested parties including parents/carers and the pupils
- To coordinate planning and review meetings as required for pupils with EHCP's and those with identified SEND involving interested parties and specialist services as appropriate
- Establish and maintain high quality and regular communication with parents/carers so that they are informed about, and involved in, their child's attainment, progress, targets, support, and intervention programmes
- Maintain up to date records for pupils with SEND
- Liaising regularly with SEND Governor and provide information for Governors as required

## **Community Responsibilities**

- To work closely with partnership schools and the Agora Learning Partnership to support high quality provision
- To liaise and work closely with local primary and secondary schools, to promote effective transition of pupils with SEND and other identified needs
- To liaise with other schools and Herts County regarding the transition of pupils with ensuring their records are up to date and support continuity of provision
- To involve industry, parents/carers, other schools and colleges, members of the local community and other educationalists as fully as possible in teaching and learning activities for pupils working with SEND

## **Teaching and Learning Responsibilities**

- To plan, prepare and teach the agreed curriculum utilising, as fully as possible, computing systems and technology as available
- To teach classes or groups of pupils as/when required
- To act as a mentor to individuals and/or groups of pupils as required
- To support with 'intervention/boosters' sessions in preparation for national testing

**August 2024**