



## **Special Educational Needs and Disability Co-ordinator**

### **Job details**

Salary range: MPS/UPS

Contract type: Permanent

Reporting to: Headteacher and Deputy Headteacher

### **Main purpose**

- Lead, manage and oversee the day-to-day operation of the schools' SEND policy
- Fulfil the professional responsibilities of a teacher, as set out in the School Teacher's Pay and Conditions Document (STPCD)
- Meet the expectations set out in the Teacher's Standards
- Fulfil duties reasonably directed by the Headteacher

### **Teaching and Learning**

- Monitor teaching and learning to ensure the needs of pupils with SEND are met
- Identify, adopt, and share the most effective teaching approaches for pupils with SEND
- Collaborate with other schools to ensure continuity of support and learning for SEND pupils during transitions
- Work with external agencies to share information and provide additional support for the teaching and learning of pupils with SEND
- Coordinate with outside agencies to support pupils with an Educational, Health and Care Plan, as well as those with additional needs
- Prepare pupils with SEND to implement best practices in the use of Access Arrangements
- Allocate the Teaching Assistant (TA) team effectively to meet the teaching and learning needs of pupils with SEND
- Make applications for Statutory Assessments when appropriate, in line with the Special Educational Needs Code of Practice
- To work closely with curriculum leaders to ensure timely, appropriate and ongoing support and interventions for pupils with SEND and suspected SEND

### **Recording and Assessment**

- Set targets to raise achievement among pupils with SEND
- Establish systems for identifying, assessing, and reviewing SEND
- Collect and analyse specialist assessment data for pupils with SEND
- Develop a deeper understanding of learning needs and work towards raising the achievement of all pupils with SEND
- Analyse examination performance data for pupils with SEND and regularly share information on their achievements with staff

## **Leadership**

- Keep up to date with relevant legislation, including the SEND Code of Practice and equality legislation
- Review, develop, and implement the Special Needs Policy in line with the SEND Code of Practice
- Contribute to the School's Accessibility Plan and Equality Policy documentation
- Review and maintain the School's SEND register
- Encourage all staff to fulfil their statutory responsibilities to pupils with SEND
- Provide training opportunities for Teaching Assistants and teaching staff, promoting good practice in SEND across the School
- Identify the development needs of the TA team and ensure appropriate training is provided
- Build links with Governors, Local Authorities, and neighbouring schools
- Work with the Headteacher and Governors to ensure the school meets its responsibilities under the Equality Act 2010, including reasonable adjustments and access arrangements
- Prepare and review information required for publication by the Board of Trustees
- Contribute to the School Improvement Plan and whole-school policies
- Identify and meet the training needs of staff
- Lead INSET and Continuing Professional Development (CPD) for staff
- Promote an ethos and culture that supports the School's SEND policy and improves outcomes for pupils with SEND or disabilities
- Lead and manage Teaching Assistants working with pupils with SEND or disabilities
- Conduct staff appraisals and prepare appraisal reports
- Regularly review staff performance

## **Strategic Development of SEND Policy and Provision**

- Provide a strategic overview of SEND provision across the school, monitoring and reviewing the quality of support
- Contribute to the school's self-evaluation, with a particular focus on SEND provision
- Annually review and update the SEND Information Report
- Ensure the SEND policy is implemented effectively, and its objectives are incorporated into the School Development Plan
- Keep up to date with national and local initiatives that may impact the school's SEND policy and practice
- Assess the effectiveness of SEND funding and suggest improvements to maximise its impact

## **Operation of the SEND Policy and Coordination of Provision**

- Maintain an accurate SEND register and provision map
- Advise colleagues on effective teaching strategies for pupils with SEND and the graduated approach to support
- Offer guidance on the use of the school's budget and resources to meet SEND needs effectively, including staff deployment
- Be aware of the local offer and collaborate with early years providers, other schools, educational psychologists, health and social care professionals, and external agencies

- Act as a key point of contact for external agencies, especially the local authority
- Analyse assessment data for pupils with SEND
- Lead intervention groups for pupils with SEND, evaluating their effectiveness

### **Support for Pupils with SEND**

- Identify and assess pupils' SEND
- Coordinate provisions that meet the needs of pupils and monitor their effectiveness
- Secure relevant services and support for pupils
- Ensure records are maintained and kept up to date
- Review Education, Health, and Care Plans (EHCPs) in collaboration with parents and carers
- Communicate regularly with parents and carers regarding their child's progress
- Ensure smooth transitions when pupils move to another school, sharing all relevant information
- Promote pupils' inclusion in the school community and their access to the curriculum, facilities, and extracurricular activities
- Work with the designated teacher for looked-after children if a looked-after student has SEND

### **General Duties**

- Participate in the School's Professional Development Review (appraisal) process
- Adhere to principles of equality in relationships with staff and pupils
- Carry out supervisory duties before and after school, and at break times, as per the published rota
- Follow all School policies and procedures
- Contribute to achieving the School's aims and ambitions, as outlined in the School Development Plan
- Undertake any other reasonable duties within the remit of the role as outlined in the School Teacher's Pay and Conditions document
- Work within the School's Health and Safety policy and safeguarding Code of Conduct to create a safe environment for all
- Ensure adherence to the Teachers Standards, engaging in continuous professional learning and development