

JUNIPER HILL SCHOOL

SPECIAL EDUCATION NEEDS CO-ORDINATOR (SENDCO) & HEAD OF ARP

The responsibilities and duties of the SENDCO are as follows:

Managing pupils with SEND and supporting teachers

- to carry out agreed intervention and support work for pupils with SEND
- to provide for colleagues exemplary management of children with SEND within the classroom
- to give guidance and support to teachers in identifying the SEND of any child
- to give guidance and support to the teacher in devising an individual education plan (IEP) for a child identified as having SEND
- to provide advice and support for teachers in advance of meetings with parents or outside agencies or annual reviews
- to help teachers to produce assessment criteria for judging a child's progress
- to review a child's progress with the teacher and at the designated review date
- to advise and support the teacher in revising learning programmes following the review
- to advise and support teachers when consideration is given to moving a child to another stage if progress is not achieved; or if success is achieved
- to advise and support teachers in the reviewing, writing and implementation of IEP's

Administration of SEND

- to manage all arrangements related to annual reviews
- to meet termly with the school's assigned E.P. to plan the term's assessments and reviews
- to meet termly, or as regularly as is needed, with the SEND support teacher to review the progress of the children with SEND
- to plan the work programmes for TAs with responsibility for SEND and identify the children needing additional support
- to monitor the work of TAs with responsibility for SEND and review the progress of the children concerned
- to ensure that monitoring procedures are in place to assess the progress of children with SEND throughout the school
- to implement the necessary testing programmes to assess progress within year groups or other groupings
- to maintain accurate, accessible and updated records of all children identified as having SEND
- to convene any meetings required to discuss the progress of children with SEND
- to manage the SEND budget to ensure efficient and effective provision of resources
- to collate any data or information required for meetings or assessments relating to individual children
- to convene meetings with parents to discuss matters of concern relating to individual children involving class teachers and outside agencies
- to contact outside agencies for advice and support where appropriate
- to meet with a representative of the governing body on a termly basis to review the effectiveness of the school's support for children with SEND
- to provide information or data as requested by the Head for monitoring purposes or in relation to individual children
- to meet at least termly, with the Head to update the Head on the meetings with the support agencies and on the progress of the children
- to review, and rewrite if necessary, the policy for SEND at Juniper Hill

- to manage with the class teachers the TA's allocated to named children in consultation with the Head
- to lead staff meetings on SEND issues or invite outside speakers to lead meetings
- to liaise with advisers and other support groups to review the school's SEND procedures
- to ensure that the SENDCO's knowledge, skills and understanding of SEND related issues is continually updated by attending courses, seminars and meetings as necessary
- to ensure that all staff are updated on all issues related to SEND practice and the INSET co-ordinator is aware of staff training needs
- to carry out any other related reasonable requests required by the Head

In addition to these responsibilities, the Head of ARP role encompasses:

Specific Duties

- To ensure excellent provision for all pupils with physical difficulties placed at Juniper Hill
- To manage the smooth, efficient and effective operation of the ARP
- To support the Head Teacher and Governing Body in meeting statutory responsibilities in provision for pupils with physical difficulties
- To contribute to the School Improvement Plan and to support and monitor progress towards the key issues
- To ensure that transport arrangements are effective
- To ensure the health and safety of pupils with physical difficulties on site and whilst on school visits by ensuring that the necessary risk assessments are carried out

Leadership and Management

- To ensure effective systems of communication, including feedback about pupils' learning to inform future planning
- To monitor the quality of ARP provision by further developing effective systems to meet the needs of pupils and ensuring that systems are coordinated, evaluated and regularly reviewed
- To liaise effectively with external agencies including the Local Authority and health services and to coordinate their contribution
- To maintain up to date knowledge of national and local initiatives which may impact on policy and practice
- To monitor the achievements and welfare of pupils liaising with teaching and support staff and parents as necessary
- To provide regular information to the Head Teacher and Governing Body and to evaluate the effectiveness of the provision for pupils with physical difficulties
- To liaise with pre-school providers and other schools to ensure effective transition arrangements between providers
- To co-ordinate necessary access arrangements to enable pupils to access the curriculum
- To organize and coordinate annual reviews, collating information and ensuring that all recommendations are carried out
- To develop, implement, monitor and evaluate a development plan to ensure continuing improvement of provision and outcomes for pupils

Leading Teaching and Learning

- To be a model of excellent practice
- To lead, motivate and support teacher colleagues in facilitating pupils' use of a variety of learning styles and in the maintenance of agreed planning and assessment formats throughout the school so as to improve the provision of learning opportunities for pupils with physical difficulties

- To ensure that all teaching and support staff have the knowledge and confidence to provide for the needs of pupils with physical difficulties
- To ensure that all school policies, including the Learning and Teaching Policy, promote provision for pupils with physical difficulties
- To observe and work with class teachers to ensure the best possible provision and outcomes for pupils
- To provide support and advice for all staff working with pupils with physical difficulties
- To support teachers to write, implement and evaluate the impact of individual education plans (IEPs) and Multi-Agency Provision Plans (MAPPS) as appropriate

Staffing and Staff Development

- To promote an atmosphere of continuing professional development and to share good practice with colleagues
- To manage effectively all staff connected with the ARP including the deployment of support staff for pupils with physical difficulties
- To ensure that all support staff have the necessary training to carry out their roles effectively and efficiently
- To ensure high quality training for all staff and to lead training where appropriate
- To participate in the performance management process for relevant staff working with pupils with physical difficulties

Resources and Budget

- To ensure that all equipment is properly maintained and that the inventory is kept up to date
- To liaise with the Head Teacher over the purchase of equipment
- To ensure that all equipment is fit for purpose and to ensure that any issues arising from transition between year groups and classrooms are planned for and resolved
- To liaise with external agencies to ensure that appropriate equipment is provided and maintained

Premises and Site

- To ensure that regular risk assessments are carried out and any health and safety issues are resolved
- To ensure that the specific facilities for children with physical difficulties are safe, hygienic and fit for purpose
- To raise any concerns with the Head Teacher and governing body

The Governing Body, Parents and the Community

- To promote and maintain excellent communication between parents and carers, the school and all external agencies
- To keep records of all correspondence and contact with parents and other parties
- To promote the positive benefits of living in a diverse society
- To liaise with the SEND governor and attend meetings as required

Securing accountability

To work in partnership with the headteacher to:

- Monitor, evaluate and review the effects of policies, priorities and targets and plan for appropriate action
- Provide information, advice and support to the governing body about the management of the Additionally Resourced Provision, the deployment of resources and the curriculum to enable the school to meet its statutory responsibilities

- Provide information for a range of audiences, including governors, the local authority, the local community, OFSTED, the Department for Education and others with regard to the attainment of pupils and the performance of the school

Miscellaneous

- To undertake such other duties and responsibilities of an equivalent nature as may be determined by the Head Teacher from time to time in consultation with the post-holder
- The post-holder's duties must at all times be carried out in compliance with school policy and procedure
- To take reasonable care of the health and safety of self, other persons and resources whilst at work
- To carry out any other reasonable duties as required by the Head Teacher which relate to the efficient management of the ARP

Please note: this job description will be reviewed annually and will be amended to reflect changing school and national priorities