



St Philomena's

Catholic High School for Girls

JOB DESCRIPTION

Post Title	Special Educational Needs Co-ordinator (SENDCO)
Allowance:	TLR 2.1 (£6,514)
Working Hours:	Full time
Purpose:	To take a strategic lead in developing and evaluating Special Educational Needs and Disability (SEND) and provision within the School and to oversee the day to day operation of the School's SEND policy and ensuring that each student is positively encouraged to develop their potential to the full.
Reporting to:	Headteacher
Disclosure level	Enhanced

Specific Duties

Objectives	<ul style="list-style-type: none"> • Provide efficient and effective coordination of Special Educational Needs and Disability and Leadership of Learning Support. • Provide professional guidance in the area of SEND to secure high quality teaching and the effective use of resources. • Oversee the efficient and effective deployment of staff and resources. • Ensure student attainment meets or exceeds the national average and complies with the National Curriculum. • Ensure all legal and statutory requirements are met for students with SEND.
Responsibilities (key areas of work): Strategic direction of SEND provision	<ul style="list-style-type: none"> • Ensure effective systems of communication and training to remove barriers to learning • Monitoring the quality of SEND support by establishing effective systems to identify and meet the needs of students • Ensure that the objectives of the SEND policy are reflected in the school improvement plan. • Liaise with external agencies in respect of specialist support / assessments • Maintain a working knowledge of National and local initiatives and keep abreast of changes in SEND legislation. • Maintain good communication channels with parents of students with identified SEND needs.

Teaching and Learning	<ul style="list-style-type: none"> • Identify and adopt the most effective teaching approaches for students with SEND • Monitor teaching and learning activities to meet the needs of students with SEND • Identify and deliver study skills that will develop students' ability to work independently • Liaise with other schools to ensure continuity of support and learning when transferring students with SEND • Influence the Teaching and Learning policy to promote inclusive teaching • Use the baseline assessments of all students on entry to identify students with SEND and develop appropriate support programmes and ensure all staff have this information • Work with all staff to ensure high expectations of behaviour and achievement are set for SEND students • Maintain and monitor a robust programme of interventions for SEND students identified as underachieving • Ensure all IEPs are written and accessible on SIMS; monitor to ensure teachers awareness and student's progress towards individual targets • Develop systems for teachers / LSAs to record progress made by students with SEND towards achieving IEP targets • Review Statement & SA+ IEP targets termly with students, form tutor and parent and agree and communicate new targets. • Be responsible for the statutory responsibilities for SEND statements and their Annual Reviews including obtaining reports from relevant school department and outside agencies. • Lead the Annual Review meetings for students with a Statement and set objectives for the following year. SEND report to parents / Local Authority • Liaise with primary schools and where possible attend Year 6 Annual Reviews • Ensure students are assessed and applications made to examining bodies for Additional Access Arrangements. Ensure the agreed arrangements are met. • Generate requests for Statutory Assessment. • Deliver INSET to staff on SEND needs and strategies.
Recording and Assessment	<ul style="list-style-type: none"> • Set targets for raising achievement among students with SEND • Collect and interpret specialist assessment data • Set up systems for identifying, assessing and reviewing SEND • Update the Headteacher, Governing Body and SEND Governor via the relevant committees on the effectiveness of provision for students with SEND • Develop understanding of learning needs and the importance of raising achievement among students • Attend consultation evenings and keep parents informed about their child's progress
Progress and Achievement of Students	<ul style="list-style-type: none"> • To monitor the achievements, welfare and discipline of students, and to follow up the progress reviews, liaising with the pastoral team and parents when appropriate. • To liaise with subject departments, feeder schools particularly regarding transition, and external agencies such as Exam Boards, EWO, EP, Alternative Education providers etc. • To co-ordinate the application for and of special arrangements in external examinations in conjunction with the Examinations Officer. • To narrow the gap of SEND students to ensure all reach their full potential. • To ensure appropriate pathways are identified at each Key Stage and Post 18. • To attend Parents Consultation Evenings.

Leadership and Management	<ul style="list-style-type: none"> • Lead and manage all staff within the SEND department • Encourage all members of staff to recognise and fulfil their statutory responsibilities to students with SEND • Liaise with departments to contribute to the Appraisal of all Learning Support Assistants (LSAs) • Promote continuing CPD within the SEND department and provide training opportunities for teachers to learn about SEND • Disseminate good practice in SEND across the school • Identify resources needed to meet the needs of students with SEND and advise the Headteacher of priorities for expenditure • Lead regular meetings of LSAs • Support LSAs in their role as Key Worker for identified students • Compile the SEND register for the school. • Ensure a current SEND register is on SIMS, is regularly updated and reviewed. • Contribute to the annual CENSUS. • Monitor, and with administrative support, keep records and report on student behaviour when it involves students on the SEND register • Coordinate student issues involving other agencies where appropriate • Liaise with the Assistant Headteacher (Achievement and Guidance) responsible for Pastoral Care in relation to the completion of the Common Assessment Form (CAF) for children at risk. • Report regularly to the Assistant Headteacher (Achievement and Guidance) responsible for Pastoral Care on staffing and student concerns • Report to Governors Standard and Progress Committee in relation to the progress of SEND students and narrowing the gap.
Efficient and Effective Deployment of Staff and Resources	<ul style="list-style-type: none"> • Maintain the SEND Capitation Budget • Monitor SEND staff absence and variations on a weekly basis • Ensure appropriate learning resources are available, including ICT • Ensure the smooth running of the SEND break and lunch clubs • Ensure proper provision is made for specific physiotherapy, sensory and speech and language interventions working with Health professionals • Maintain an overview of the devolvement of staff to curriculum areas • Ensure Risk Assessments are undertaken for SEND pupils in practical subjects • Encourage and ensure equal opportunity for SEND pupils on trips and enrichment activities including extracurricular clubs.
Curriculum	<ul style="list-style-type: none"> • To ensure that all work is differentiated in support of schemes of work is developed and reviewed regularly in co-operation with all members of the department. • To manage the department's financial, teaching and material resources to ensure the effective learning of all students. • To contribute to the work of the school's Pastoral Leadership Team. • To contribute to the work of the school's Curriculum Team. • To construct the timetable of the SEND team.
Ethos and Culture	<ul style="list-style-type: none"> • To provide leadership in promoting an ethos and culture within the department that is in line with achieving the aims of the school. • To facilitate, within the whole school, behaviours that support and contribute towards developing the values of the school.

Other Specific Duties

Health and Safety

To work within and ensure staff and student compliance with the School Health and Safety Policy.

Equality and Diversity

Work within and promote compliance with the Equality Act (2010) through the School's Equality Duty Information and Objectives Document.

Training and Development

To attend relevant training and development courses as required and identified during performance appraisals. The performance and development needs of the post holder will be reviewed at least once a year by the line manager.

To undertake such other duties, as required by your line manager, commensurate with the seniority of the post. Adequate time will be given to carry out the role as well as support in the classroom.

Safeguarding

St Philomena's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This role requires an enhanced Disclosure and Barring Service check.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

St Philomena's is a non-smoking site.

Signature: Date:

Headteacher's signature: Date: