**JOB DESCRIPTION**

Post Title: Special Educational Needs Coordinator

Salary: L1 - L11 (£38,984 - £49,976 per annum)

Reporting to: Headteacher

Main Purpose

To lead and manage the provision of all students with additional educational needs; and to take on the role of Special Educational Needs Coordinator to support high quality teaching, effective use of resources, and high standards of learning and achievement for all students.

The duties outlined in this job description are in addition to those outlined by the latest ‘School Teachers Pay and Conditions’ document. The job description will be reviewed regularly and at least annually to reflect or anticipate changes to the job, commensurate with the salary and areas of responsibility

Main Accountabilities

1. To be the SENCO for Downham Market Academy and lead the Learning Support Team and other support staff.
2. To coordinate, lead and chair meetings with external agencies.
3. To identify and co-ordinate a number of intervention programmes across the whole academy.
4. To manage appropriate resources and ensure that they are used efficiently, effectively and safely.
5. To develop curriculum resources to ensure that students identified as having additional needs have the required levels of support.
6. To support the Senior Leadership Team in managing the implementation of an inclusive curriculum.
7. Within the context of the Academy’s aims and policies, to work with the Senior Leadership Team to develop and implement plans, targets and practices.

**Specific Responsibilities**

1. Coordinate the provision of additional educational needs, including provision for students with English as an Additional Language.
2. Coordinate provision for students as specified within the Statement and Education, Health and Care Plan.
3. Ensure that accurate and detailed records are kept of meetings and discussions with parents.
4. Produce Pupil Profiles.
5. Lead and coordinate review meetings.
6. Lead meetings with parents/carers.
7. Support the monitoring of the effectiveness of provision, targets and levels of all students with additional educational needs at least termly.
8. Attend and coordinate external agencies.
9. Support the Senior Leadership Team in the devising, implementation and updating of policies which reflect the school’s commitment to high achievement, and effective teaching and learning.
10. Analyse and interpret relevant national, local and Academy student data, plus research and inspection of evidence, practices, expectations, targets and teaching methods.
11. Use data effectively to identify students who are seriously underachieving and where necessary create and implement effective plans of action to support those students.
12. Provide guidance to staff on the choice of appropriate teaching and learning methods to meet the needs of different students.
13. Work with the Heads of Departments on the implementation of a structured programme, helping to ensure effective development of students’ literacy, numeracy and emotional wellbeing.
14. Support meetings of Learning Support staff, communicate information to staff and co-ordinate resulting action.
15. Monitor the day-to-day management of the Learning Support work areas, creating a safe, effective and stimulating environment for the teaching and learning of SEN.
16. Manage the SEN capitation budget and resources, establishing staff and resource needs for the subject.
17. Ensure the effective and efficient management and organisation of learning resources.
18. Contribute regularly to the professional development of colleagues, including the induction and training of all Teaching Assistants.
19. Ensure that Exam Access arrangements are completed and appropriate.

**General**

1. To be committed to the development and implementation of the Academy ethos, vision, policies and practice.
2. To comply with the requirements of Data Protection Regulations and ensure confidentiality is maintained
3. Ensure appropriate responses in respect of child protection and safeguarding issues.
4. To ensure safe working practices and, insofar as is reasonably practicable, a hazard free environment in all areas.
5. Undertake such other duties as may be reasonably requested by the Headteacher and/or Chief Executive.

**Other features of the Post:**

This Job Description is not definitive or exhaustive but is provided to give the post holder an indication of the range of activities, duties and responsibilities concerned with their employment. It may be subject to review and revision at any time at the discretion of the Trust if, in the interest and efficiency of the service, it should be deemed necessary.

Prepared By: Received By:

Name: ………………………… Name: ……………………………

Signature: ………………………… Signature: ……………………………

Date: ………………………… Date: ……………………………

**PERSON SPECIFICATION:**

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| The successful applicant will be able to demonstrate the following minimum requirements. Please note that candidates will be shortlisted for interview based on this specification and should, therefore, bear this in mind when preparing their application and completing the application form. If you do not meet the essential criteria please do not apply. Criteria will be assessed at different points of the selection process as shown. The Assessment Stages are:-  A = Application I = Interview P = Presentation T = Test | | | |
|  | Essential | Desirable | Assessment Stage |
| **QUALIFICATIONS – certificates will need to be produced** | | | |
| Good degree in relevant subject area | X |  | A |
| Teaching qualification | X |  | A/I |
| NQTS/QTS Status | X |  | A/I |
| Completed or be willing to complete within first two years of employment the National Award for SENCO qualification | X |  | A/I |
| **KNOWLEDGE, UNDERSTANDING AND EXPERIENCE** | | | |
| Experience of working with SEN, agencies and parents |  | X | A/I |
| Awareness of strategies available to improve the learning and achievement of all students | X |  | A/I |
| Good understanding of SEN practices and procedures |  | X | I |
| Experience of effective intervention to secure achievement |  | X | A/I |
| Ability to use a range of teaching and learning strategies | X |  | A/I |
| Knowledge of current issues and developments in education | X |  | A |
| Confident user of standard IT packages, particularly when used to enhance student learning | X |  | A/I |
| Interest and participation in extra-curricular activities |  | X | A/I |
| **PERSONAL AND PROFESSIONAL QUALITIES** | | | |
| Commitment to supporting learning | X |  | I |
| Organised and methodical approach | X |  | A/I |
| Ability to share knowledge/ skills with all ranges of abilities | X |  | A/I |
| Enthusiastic and engaging approach | X |  | A/I |
| Ability to work collaboratively as part of a team and on own initiative | X |  | A/I |
| Creative in problem solving and willing to take on and try new approaches and ideas | X |  | A/I |
| Able to relate to students in a pleasant and sympathetic manner and recognise potential child safeguarding issues | X |  | A/I |
| Able to communicate with students and their parents/ carers both verbally and in writing | X |  | A/I |
| Capacity for hard work and the ability to overcome challenges pragmatically | X |  | A |
| **OTHER REQUIREMENTS** | | | |
| Full driving licence/ability to travel (delete as appropriate) |  | X | A |
| Commitment to the Safeguarding Policy and principles of the Academy Trust | X |  | I |