



# Ivybridge Community College

Director of Special Education Needs and  
Disabilities (SENDCo)

Candidate Information

Opportunity • Endeavour • Excellence • Achievement at Ivybridge



Dear Candidate

**Director of Special Educational Needs and Disabilities (SENDCo)**

Further to your enquiry, I am delighted that you have requested further information regarding the position of Director of Special Educational Needs and Disabilities at Ivybridge Community College.

This is a fantastic opportunity to take on a significant leadership role in a College which has had an Outstanding Status for over twenty years.

As a College, we are committed to providing an excellent education for ages 11-18. Inherent in everything we do is a culture of high expectation and aspirations. Students are encouraged to develop a love of learning, to think for themselves and to maximise their full potential.

The successful candidate will gain a wealth of experience from working across the College, whilst receiving support and guidance from the Leadership Team.

I look forward to receiving your application.

Yours sincerely

Rachel Hutchinson  
**Principal**



# JOB DESCRIPTION

**Post:**

Director of Special Educational Needs and Disabilities (SENDCo)

**Accountable to:**

Principal and Governing Board

**Salary:** L7—L11

**Start date:** 1 September 2018

**Overall Purpose and Accountability**

To support the College Principal in the efficient and effective delivery of the Trust's vision, strategic aims and corporate plan; to uphold and model the Trust's values and to provide outstanding leadership across the organisation.

- To meet the requirements of the Teachers' Pay and Conditions document and to support students in attaining at the highest levels;
- To support and uphold the ethos, principles, policies and rules of the College in all respects and at all times;
- To provide high quality learning experiences that support students in achieving at the highest level possible and in developing their own capacity as independent and reflective learners;
- To support the Principal in the leadership and management of the College, both in respect of the specific duties attached to this post and generally in raising standards across all areas of College life.

**Responsibilities common to the Leadership Team**

In particular you will:

- Be an outstanding teacher with a deep understanding of pedagogy. It is the responsibility of all members of the Leadership Team to model 'outstanding' at all times;
- Be a member of the extended Leadership Team in which everyone is committed to securing outstanding outcomes for our students and our community;
- Share direct accountability for the successful delivery of the vision for the College as a whole;
- Lead, plan, manage and ensure the successful delivery of the College's vision for individual student achievement;
- Assist the Principal in leading Ivybridge Community College in such a way that the highest standards are secured amongst staff and students in all areas of the College's performance and practice;
- Act as a role model for staff, providing active support and advice to them whilst holding them accountable;



- Lead on improvement strategies, coaching and supporting staff, ensuring quality, monitoring and evaluation of performance;
- Lead and manage middle leaders to ensure that College improvement is being effectively led at this level;
- Work with the middle leaders, lead and manage the Student Services support team to ensure high quality provision;
- Actively identify and remove barriers to learning;
- Ensure that all students across the full ability range have maximum support and opportunities to reach their full potential, achieving a position where they can become effective and valued stakeholders in the College and in the wider community;
- Play a lead part in the community of the College, being highly visible on a daily basis and undertaking a range of duties to ensure the smooth running of the College;
- Contribute to all self-evaluation measures and quality assurance processes to ensure the College remains Outstanding and always prepared for any given 'internal' or 'external' evaluation;
- Report to the Governing Board as necessary;

#### **Specific Responsibilities for this post**

- Lead the SEND element of the Student Services Department, with direct responsibility for the team of Assistant SENDCos and wider responsibility for the Key Workers and Teaching Assistants;
- To be responsible and collaborate, as needed to fulfil the responsibilities of the role, with Senior Leadership, Pastoral, Academic, and wider staff teams on all policy and procedural developments relating to the SEND code;
- Work closely with the Examinations Officer to ensure that examination concessions are in place for all students who qualify for them;
- Collaborate closely with the primary schools and Key Stage 3 team, especially with regard to transitions and admissions (statutory requirements);
- To read, interpret and action reports from other professionals (i.e. Educational Psychologist, Occupational Therapists and other external partners where necessary)



including at the point of admission.

### **Learning Support**

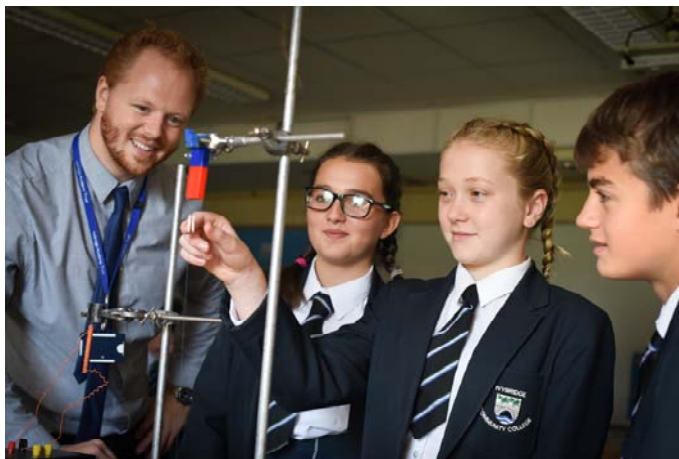
- Liaise with staff and advise parents regarding the identification and assessment of students with additional needs;
- To be aware of and support student differences and ensure that all students have equal access to all school opportunities;
- Ensure that up to date SEND information is included in all the relevant policies, procedures and college parent communication;
- Ensure that all students with SEND on the Register have an up to date individual Education Plan (My Plan);
- Ensure that My Plan information and guidance for students with SEND are rigorously and consistently implemented by all staff;
- Monitor the effectiveness of all student plans via termly reviews, regular parent contact and annual surveys;
- Monitor the progress of students with additional needs to check it is as expected;
- Monitoring and appraisal of the Teaching Assistants;
- To oversee the Annual Review for any student with an EHCP.

### **Leadership, Professional Development and Staff Training**

- Ensure all staff recognise and fulfil their statutory responsibilities to students with additional needs including; implementing strategies and approaches in the learning environment and allowing the use of the appropriate differentiated resources (including lap tops) in accordance with the EHCP;
- To ensure all staff understand their roles and responsibilities with regard to these students;
- Ensure all staff are aware of their responsibilities under the SEND Code of Practice 2015;
- To encourage all members of staff to recognise and fulfil their statutory responsibilities to ensure the needs of all students at the College are met;
- To take a lead role in the Professional Development by whole College staff training and the identification and sharing of best practice to meet the needs of students with



- additional needs;
- Provide training opportunities for teachers to learn about particular aspects of SEND and effective teaching strategies, including the modelling of best practice in their own teaching for others to observe;
- Support and help induct new members of staff, including trainees, NQTs and new teachers to the College.



### Parental and External Liaisons

- Support and promote the high aspirations, ethos and culture of the College to all stakeholders – both internal and external;
- To be the key reference point in providing information and support for families of children with SEND in the College, including via the organisation and management of meetings with parents;
- Support, attend and participate fully in appropriate College events including Parents' Evenings, Admissions and Open Days;
- Attend cluster and network meetings as required;
- Record keeping, administration and communication;
- To generate an annual SEND Development Plan as a basis for action and review, including in regard to budgeting;
- Keep up to date records of any actions / outcomes from meetings with all stakeholders;
- Keep appropriate records for students with SEND on the Register including evidence of diagnosis (where appropriate), records of meetings with parents and agreed strategies / courses of action, including those outlined in any Action Plans.

The Director of SEND will be required to lead and contribute to specific areas to support College improvement in areas such as: Progress, Transition, Key Stage responsibilities, Pastoral and Curriculum Standards.

### General

- To line manage staff as required.
- To keep abreast of educational initiatives locally and nationally.
- Maintain high standards of professional conduct and personal appearance.
- To carry out any other reasonable task at the request of the College Principal.

### Development and Review of Job Description

This is a description of the job as it is constituted at the date shown. It is the practice of the College to examine job descriptions periodically, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Principal / Line Manager in consultation with the post holder.

### How to Apply

Please complete an application form with the supporting statement (no more than two side of A4, font size 12), which details how your experience meets the requirements of the job description. The completed application should be returned to the Principal's PA at the College **by 9am on Monday, 23 April 2018**. If you would like to submit your application by email please send to: [mvincent@ivybridge.devon.sch.uk](mailto:mvincent@ivybridge.devon.sch.uk)

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