



COCKBURN

MULTI-ACADEMY TRUST

TRANSFORMATION TO EXCELLENCE

C.E.O. Mr D Gurney B.A. Hons / NPQH

JOB DESCRIPTION

POST TITLE: **Special Educational Needs & Disability Co-ordinator**

RESPONSIBLE TO: **Assistant Headteacher – Care, Support, Guidance**

Core Purpose of the Post:

The SENDCo, with the support of the Head of School, Senior Leadership Team and Education Advisory Board, takes responsibility for the day-to-day operation of provision made by the Academy for students with SEND and provides professional guidance in the area of SEND in order to secure high quality teaching and the effective use of resources to bring about improved standards of achievement of all SEND students.

The key task of the SENDCo is to ensure that Special Educational Needs (SEND) provision is both efficiently and effectively managed. The range of responsibilities delegated to the SENDCo with regard to provision and co-ordination is outlined below. It is expected that all legal and statutory requirements are met for students with SEND via the SENDCo.

Working with the Assistant Headteacher, the SENDCo has the following responsibilities:

Main Responsibilities:

- to oversee the day-to-day operation of the Academy's SEND policy
- to co-ordinate provision for children with special educational needs
- to liaise with and advise fellow colleagues on all aspects relating to SEND
- to manage a team of support staff in the SEND department
- to oversee the records of all children with Special Educational & Disability Needs
- to contribute to the in-service training of staff
- to liaise with external agencies including the LA's support and educational psychology services, health and social services and voluntary bodies
- to contribute to teaching throughout the academy, providing a learning experience which provides students with the opportunity to achieve their potential.

Strategic direction of SEND provision:

- to monitor the quality of SEND support by establishing effective systems to identify and meet the needs of students, whilst ensuring that the systems are co-ordinated, evaluated and regularly reviewed
- to keep up-to-date with national and local initiatives which may impact upon policy and practice and advise the Head of School and Education Advisory Board on implementation



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Progress and Achievement of SEND Students:

- to monitor the achievements, welfare and discipline of students and to follow up the progress reviews, liaising with the pastoral team, parents/carers and external agencies when appropriate
- to liaise with subject departments, feeder schools particularly regarding transition and external agencies
- to identify students who are in need of access arrangements/ risk assessments and ensure these are implemented effectively

Teaching and Learning:

- to lead SEND INSET regularly and where appropriate; this may include chairing and being a part of working parties
- to work with other colleagues across the Academy to support them in supporting SEND students
- to oversee and monitor the quality of support plans such as Pastoral Support Plans and maintaining detailed information for subsequent meetings with parents/carers
- to support the Head of School/SLT in meeting statutory responsibilities for SEND Education and Health Care Plans and their Annual Review
- to be responsible for Behaviour Support provision for SEND students in line with the Academy's Code of Conduct, Behaviour and Discipline policy and to develop Specialist Support strategies throughout the Academy – working with all curriculum areas as appropriate

Leadership and Management of SEND:

- to lead the Annual Review meetings for students with an EHCP
- to be part of, and take the lead in Early Help meetings where appropriate
- to lead the team and to be instrumental in planning for continual improvement and to make a contribution to the evaluation of the work of the department
- to promote an atmosphere of continuing professional development and to share good practice with colleagues
- to contribute to the Academy's Development Plan
- to support the professional development of all staff, including newly qualified teachers and initial teacher training students
- to manage effectively all staff connected with the department
- to appraise departmental colleagues on an annual basis
- to encourage all staff to recognise and fulfil their statutory SEND responsibilities
- to identify the training needs of staff and organise/co-ordinate INSET to be delivered by other professionals
- to disseminate procedural information such as recommendations of the code of practice or the Academy's own SEND Policy and Local Offer
- to provide regular information to the Head of School/SLT and



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Education Advisory Board on the evaluation of the effectiveness of provision for students with SEND, to inform decision-making and policy review

Efficient and Effective Deployment of Staff and Resources:

- to strategically manage the SEND/Specialist Support budget, staff and resources assigned to Specialist Support to maximise the cost-effectiveness of provision
- to provide advice to the Head of School/SLT relating to resource requirements, the deployment of staff and timetabling in relation to the support of SEND
- to organise and co-ordinate the work of colleagues to ensure appropriate deployment of learning resources including ICT
- to undertake any other duties as directed by the Head of School