# **ST BENEDICT’S CATHOLIC HIGH SCHOOL**

**JOB DESCRIPTION**

**SPECIAL EDUCATIONAL NEEDS CO-ORDINATOR**

# Note: These are broad descriptions of the types of duties/activities expected at this level, for illustrative purposes. They are not intended to provide an exhaustive list of duties.

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

**POST LEVEL:**  UPS + SENCo Allowance

**CORE PURPOSE**

The SENCo will have overall leadership for SEND provision within our school. This includes

working with the headteacher, senior leaders and the governing body, in determining the strategic development of SEND policy and provision in the school. The role will have day-to-day responsibility for the operation of SEND policy and co-ordination of specific provision made to support individual pupils with SEND, including those who have EHC plans. The SENCo also provides professional guidance to colleagues and will work closely with staff, parents and other agencies.

**ROLES AND RESPONSIBILITIES**

The SENCo’s key responsibilities are as follows:

* overseeing the day-to-day operation of the school’s SEND policy
* co-ordinating provision for children with SEND, including the line management of all SEND staff
* liaising with the relevant Designated Teacher where a looked after pupil has SEND
* advising on the graduated approach to providing SEND support
* advising on the deployment of the school’s delegated budget and other resources to meet pupils’ needs effectively
* liaising with parents of pupils with SEND
* liaising with early years providers, other schools, educational psychologists, health and social care professionals, and independent or voluntary bodies
* being a key point of contact with external agencies, especially the local authority and its support services
* liaising with potential next providers of education to ensure a pupil and their parents are informed about options and a smooth transition is planned
* working with the headteacher, senior leaders and school governors to ensure that the school meets its responsibilities under the Equality Act (2010) with regard to reasonable adjustments and access arrangements
* ensuring that the records of all pupils with SEND is kept up to date
* be responsible for the admissions process for students with statements of special education needs (SEN), attending meetings and tribunals as directed by the Headteacher
* be responsible for the preparation and review of all policies, procedures and Academy documentation pertaining to SEND e.g. relevant sections of the SEF, the SDP and census returns
* be responsible for specialist examination arrangements (both internal and external) for pupils with SEND
* Responsible for strategic oversight of all aspects of inclusion including provision, expenditure and impact of the Pupil premium budget and Y7 catch-up fund.
* Responsible for ensuring appropriate funding applications for pupils with SEND are up to date and funding is appropriately applied, with due evidence of impact

**QUALIFICATIONS AND PROFESSIONAL REQUIREMENTS**

* Qualified Teacher Status
* National Award for SENCo or willingness to achieve this
* Child Protection/Safeguarding training
* Knowledge of the content, structure and purpose of Education Health and Care

plans

* Up to date knowledge of SEN legislation, including SEN Code of Practice June 2014 (updated May 2015)

**PERSONAL QUALITIES AND BEHAVIOUR**

The successful candidate will be someone who:

* Has a commitment to safeguarding and promoting the welfare of children and young people.
* Is able to network and liaise across the range of external providers, schools, community and coordinator networks, to ensure a consistency of approach regarding standards, support, transition and high quality learning and teaching
* Is committed to supporting the ethos of the Holy Family Catholic MAC
* Thrives on challenge and working at a pace
* Is calm under pressure and able to manage conflicting priorities
* Has strong persuasive, influencing and interpersonal skills with the ability to communicate clearly and confidently

*This job description sets out the main duties of the post at the date when it was drawn up; it does not provide an exhaustive list of duties. Duties may vary from time to time at the request of your line manager without changing the general character of the post or the level of responsibility.*