



Saint Ambrose College

Permanent Special Educational Needs and Disabilities Coordinator (SENDCo)

Job Description

(Please also see the separate Person Specification)

An enthusiastic Special Educational Needs and Disabilities Coordinator (SENDCo) is required to join our dedicated and supportive team. The main purpose of this post is to lead and develop the school's SEND provision. A willingness to contribute to the wider life of the college through involvement in extra-curricular activities is essential. The SENDCo will be allocated appropriate non-contact time to fulfil statutory duties effectively.

<p>Overview</p>	<ul style="list-style-type: none"> • The SENDCo will report directly to an Assistant Principal. <p>The SENDCo will:</p> <ul style="list-style-type: none"> • be a key strategic leader in promoting inclusive practice and improving outcomes for students with SEND across the College. • ensure SEND provision contributes positively to outcomes in behaviour, attendance, progress and destinations. • determine the strategic development of Special Educational Needs (SEND) policy and provision. • be responsible for the day to day SEND provision. • provide professional guidance to colleagues, working closely with staff, parents and other agencies. • ensure the school meets its responsibility under the Equality Act, Children's Act and the SEND Code of Practice. • develop a strategic overview of provision for students with SEND across the school, monitoring and reviewing the quality of provision. • ensure the St Ambrose College SEND Policy is implemented effectively within the school. • develop, implement and monitor strategic SEND plans and ensure they are embedded in the school's Improvement Plan. • support all staff to understand the needs of SEND students. • liaise with staff, parents, external agencies and other schools or settings to co-ordinate their contribution, provide maximum support and ensure continuity of educational provision for students with SEND. • maintain an up to date knowledge of national and local initiatives which may affect the school's policy and practice. • lead and coordinate provision for students with SEND in line with the SEND Code of Practice. • provide regular information to SLT and Governors on the effectiveness of SEND provision and outcomes. • contribute to the school self-evaluation, particularly with respect to provision for students with SEND. • collect and analyse SEND data to implement appropriate interventions and identify underperforming students. • maintain an accurate SEND register. • work in partnership with parents/families who have a child with SEND. • advise on the graduated approach to SEND support. • represent the school in meetings with Local Authorities, including annual reviews, mediations and SEND tribunal processes where required. • co-ordinate additional provision that meets the students' needs and monitor its effectiveness.
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	<ul style="list-style-type: none"> • Review the progress of SEND students. Develop individual learning plans and record, track and monitor the effectiveness of interventions. • support child centred approaches, involving students and parents in all aspects of SEND provision. • work with feeder primary providers, other schools, educational psychologist, health and social care professionals and other external agencies and be a key point of contact for external agencies. • support students, staff, and families to ensure high-quality, inclusive practice across the school. • work in partnership with students, parents and other professionals to ensure the needs of students with Education, Health and Care Plans are fully met and meet statutory requirements. • oversee Individual Health Care Plans (IHCPs) and the medical register. • support transition at all stages for students with SEND. • lead, maintain and oversee SEND records, EHCPs, and review processes. ensuring records are maintained in line with GDPR and data protection legislation. • work with Exams and Admissions Officers to ensure appropriate access arrangements are in place for examinations. • support early and accurate identification and assessment of special educational needs. • contribute to whole-school improvement and inclusive culture. • act as line-manager for Teaching Assistants who support students with SEND. • have responsibility for identifying and responding to CPD needs of Teaching Assistants who support students with SEND. • attend relevant INSET courses and meetings. • set and review appropriate appraisal targets for Teaching Assistants. • oversee the organisation of sharing appropriate resources. • be aware of all Health & Safety issues relating to the school and to exercise due regard to current Health & Safety regulations. • disseminating material and information to teachers of students with SEND. • ensure funding is used effectively. • prepare for Ofsted inspections. • carry out quality assurance including lesson observations, learning walks, work sampling and student voice in line with the College Quality Assurance calendar. • In addition to these responsibilities, the SENDCo should also undertake duties. These include: <ul style="list-style-type: none"> ○ attend parents' evenings and any other occasion requested by the College, e.g. Options Evenings, New Parents' Evening, Open Days, Awards Evening, etc. ○ promote the development of each student's spiritual, moral, social and cultural welfare ○ uphold the Catholic ethos of the College and to support the application of the Eight Essentials of Edmund Rice ○ pay due regard to the Staff Handbook and to support College policies as approved ○ undertake any other relevant duties reasonably requested by the Principal
Responsible for:	<ul style="list-style-type: none"> • Making the college Mission Statement a reality. • Ensuring consistently high standards in overall professionalism.
Pastoral Care	<ul style="list-style-type: none"> • Follow all safeguarding protocols as outlined in the annual Safeguarding training & Keeping Children Safe in Education. • Discuss problems faced by a student, or created by a student, and implement appropriate responses or referrals where necessary. • Work alongside others in the college to provide enrichment opportunities for students. • Liaise with external agencies and stakeholders as required to ensure students are well supported and can thrive at St. Ambrose College. • Build positive and professional relationships with students, parents and carers, • To apply college policies relevant to the role.

Ethos	<ul style="list-style-type: none"> • Contribute to a positive and inclusive whole school ethos to promote excellent outcomes for students with SEND. • To engage and support students with the Edmund Rice Network including opportunities to collaborate with Edmund Rice schools in England and abroad. • Role model the expected values and standards of the school. • Take a leading role in College life to support the St. Ambrose College Mission Statement. • Be an active part of middle leadership meetings and interventions.
Other/General	<ul style="list-style-type: none"> • To support the daily life of St Ambrose College. • Ensure you uphold the teaching standards. • Be proactive in responding and reporting any issues as they arise with students. • Encourage the development of competition, extra-curricular activities. • Actively promote and support the mental health and wellbeing of all students. • The above list is not exhaustive, and all staff are also expected to undertake any other reasonable duties requested by the Principal.