



Post: Special Educational Needs and Disabilities Coordinator (SENDCo)
Responsible to: Deputy Headteacher/Headteacher
Responsible for: Learning Support Assistants and Administrative staff in the SEND Team

Salary: MPS/UPS + TLR1 (£10,607)

Job Description

Purpose

To ensure that barriers to learning are removed so that all children at Roding Valley High School can make good progress. The strategic development and practical implementation of the school's SEND policy and overseeing the day-to-day operation of this policy so that every child identified as SEND makes good progress and achieves well.

Key Accountabilities

- Strategic development, evaluation and implementation of the school's SEND policy and provision and leading on the deployment of resources
- Supporting all staff in identifying, assessing and planning to meet the needs of all students who are identified as SEND
- Making and organising specialist provision for students with recognised special educational needs
- Liaising with parents/carers and a range of specialists and agencies to plan and evaluate provision, including preparing and reviewing formal documentation on behalf of students
- Effective and efficient deployment of resources to meet the other accountabilities

Key Responsibilities

- Support all staff in understanding the needs of students with SEND and ensure the objectives to develop SEND provision and practice are appropriately reflected in the school's development plan
- Monitor progress of objectives and targets for students with SEND from teachers' plans, evaluate the effectiveness of teaching and learning in relation to supporting special needs and use these analyses to guide future improvements
- Analyse and interpret relevant school, local and national data and advise the Headteacher on what is required to maximise achievement
- Liaise with staff, parents, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of provision
- Support the identification of and disseminate the most effective teaching approaches for students with SEND



- Work with the Headteacher and key staff to develop effective ways of bridging barriers to learning for students with SEND through:
 - Early and effective assessment of needs
 - Monitoring of teaching, learning and pupil achievement within the school systems
 - Liaising closely with members of the safeguarding team
 - Target setting, including provision and revision of plans
 - Using school systems to monitor progress of students who have special needs
- Collect and interpret specialist assessment data to inform practice
- Undertake day-to-day co-ordination of SEND students' provisions through close liaison with staff, parents and external agencies
- Provide professional guidance, support and development to staff to secure outstanding teaching for SEND students
- Contribute to the performance management process of teachers and members of the Inclusion team
- Advise on and contribute to the professional development of staff, including whole school INSET provision
- Provide regular information to the Senior Leadership Team and Governors on the evaluation of SEND provision
- Advise the Senior Leadership Team and Governors of priorities for expenditure and deployment of staff, and utilise resources with maximum efficiency
- Maintain and develop resources, co-ordinate their deployment and monitor their effectiveness in meeting the objectives of school and SEND policies
- Co-ordinate all annual and interim reviews and attend / chair meetings when necessary
- To ensure that all statutory requirements are met
- To oversee the timetabling of Learning Support Assistants and of their work
- To ensure the needs to EAL students are met

Working with the community

- To form a fulfilling and trusting partnership with parents and carers that will actively and positively contribute to the successful education of their child.
- To liaise with local Primary partners in ensuring continuity of curriculum upon transfer as well as the spreading of good practice and expertise.

Teaching duties

- To have a secure and up to date knowledge and understanding of concepts and skills necessary to teach specialist subject/s (to include the teaching of progress groups)
- To plan teaching to achieve progression in pupils' learning in line with agreed expectations/targets.
- To establish and maintain a purposeful working atmosphere which supports learning.
- To set homework and mark in line with school policies.
- To assess, record and report on pupils' progress.
- Attend and contribute to departmental and staff meetings and to assist with the implementation of area improvement plans
- To communicate and consult with parents of students as necessary, (including telephone calls, meetings, parental meetings etc.)

- To exploit opportunities to improve basic literacy, numeracy and ICT skills.
- To participate in staff development opportunities and accept responsibility for own professional development.
- To prepare students for examinations and participate in examination arrangements.
- To cover classes whose teacher is not available as and when required.
- To carry out the role of form tutor as required.
- To implement school policies.

Other Duties

- The post holder will be subject to performance objectives agreed annually.
- The post holder is expected to carry out such other duties as may reasonably be assigned by
- the Headteacher.
- To take on any whole school initiative or responsibility that the Headteacher may direct.

The Conditions for Employment of Schoolteachers (schedule 3) specify the general professional duties of teachers. These duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher. This job description does not form part of the conditions of employment – it describes the way in which the post holder is expected and required to perform.