



Job Description - Special Educational Needs Coordinator

SUMMIT LEARNING TRUST Mission Statement

Success through Endeavour

Strength through Diversity

Ambition through Challenge

Main purpose of the post

- To ensure that all work with pupils underpins and promotes the academy's ethos and values as reflected in the mission statement of the Summit Learning Trust.
- To promote and safeguard the welfare of all pupils at Erdington Hall and Summit Learning Trust
- To ensure that all staff are enabled to make early identification of pupils with Special Educational Needs
- To offer support and guidance to teachers to plan, teach and assess effective provision for all pupils with SEND
- To implement, monitor and evaluate the effectiveness of a range of tracking tools and systems that capture the incremental stages of academic, social and emotional progress and disseminate quantitative and qualitative findings to key staff
- Deliver and model teaching and learning to a high standard for staff, offering practical support and advice enabling them to implement high quality provision to pupils with SEND.
- Quality assure and monitor high quality teaching, learning and provision
- Offer support and advice to teaching assistants and pastoral staff enabling them to offer high quality provision to pupils with an education health care plan/support plan
- Coordinate the academy's responsibilities in evidencing the graduated approach during the statutory assessment process, with a view to ensuring that pupils with a high level of need obtain an educational health care plan
- Oversee the day-to-day operation of the academy's Special Educational Needs policy

Professional responsibilities

- Coordinating and monitoring high quality provision for pupils with SEND
- Maintaining the Special Educational Needs Register, Provision Map and keeping precise data on pupils with Special Educational Needs
- Ensuring that information required for statutory assessments is completed to a high standard and forwarded to the Local Authority within externally set timeframes
- Coordinating the organisation of target setting and one page profiles, meeting with teachers and support staff each term to review progress
- Organising and implementing annual reviews for all pupils with education health care plans/support plans
- Maintaining and monitor high quality intervention programmes to assist lower performing pupils to meet the national performance standard for their age

- Supporting the professional development of staff by delivering high quality bespoke INSET on aspects of special educational needs and monitoring effectiveness in collaboration with other leaders
- Teaching individuals and groups of pupils with SEND who require very specific, targeted additional provision and ensuring they achieve success
- Overseeing purchasing, and effective use, of SEND resources across the school
- Appropriately deploy and line manage teaching assistants
- Working alongside colleagues across the Summit Learning Trust to ensure collaborative practices regarding SEND are adopted
- Upholding positive partnerships with parents/carers of children with SEND
- Liaising with external agencies including LA support and educational psychology service, evaluating the impact of their input
- Keeping abreast of current thinking in SEND matters, attending relevant training and local network meetings
- Any other appropriate and reasonable activity as may be directed from time to time by the Principal.

Delegated Responsibilities

- Holding and articulating clear values and moral purpose, focused on providing a world class education for our pupils
- Demonstrating optimistic personal behaviour, positive relationships and attitudes towards our pupils and staff, and towards parents, governors and members of the local community
- Leading by example – with integrity, creativity, resilience, and clarity – drawing on their own scholarship, expertise and skills, and that of those around them
- Sustaining wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursuing continuous professional development
- Communicating compellingly the schools vision and driving the strategic leadership, empowering all pupils and staff to excel

Notes

- The above responsibilities are in accordance with the requirements of the Education Act 2002 and statutory orders in terms and duties and working time.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post-holder.

Job description issued by the Principal:	
Copy received by:	
Date:	