

Dear Applicant

Thank you for your interest in the position of **SEND Co-ordinator** at Dean Trust Wigan, Greenhey, Orrell, Wigan WN5 0DQ.

Teaching & Learning Responsibility – TLR 1B £9,928

Please find attached a job description and person specification.

If you would like to learn more about The Dean Trust please visit the www.thedeantrust.co.uk

Method of Application

The preferred method of application is electronically via email. All applications must be made using The Dean Trust's application form. The interview date is to be confirmed. Applications will be shortlisted for interview and the HR Department will contact those applicants who are selected.

Closing Date

Applications received after the **closing time of 12pm noon on Friday 21st February 2020** will not be considered.

The Dean Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

If you have any questions please contact us on 01942 511987 or email recruitment@deantrustwigan.co.uk. Thank you again for your interest in working for The Dean Trust. We look forward to hearing from you.

Yours faithfully

Human Resources Department

Believe Achieve Succeed

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Job Description

The information contained below is to help staff understand and appreciate the work content of their post and the role they are to play in the operation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description.

Job title	SEND Co-ordinator
Reporting to	Deputy Headteacher
Job purpose	This is a significant leadership post within the school and as such the post holder will be expected to make significant contributions to whole school planning and development, in addition to the principal responsibilities leading within the SEN department. The post holder will lead a team of HLTAs/TAs and report directly to the Deputy Headteacher responsible for personal development, behaviour and welfare.
Principal responsibilities- <ul style="list-style-type: none">• The effective implementation of School and Education Health Care Plans/Statements• The school's provision for Special Educational Needs and Disabilities• The strategic deployment and timetabling of HLTAs/TAs and Provision Mapping• To identify those pupils who require EAL support• Supporting the inclusion of all pupils across the school	
Teaching and learning	<ul style="list-style-type: none">• Identify and adopt the most effective teaching approaches for pupils with SEND• Monitor, evaluate and adjust teaching and learning activities to meet the needs of pupils with SEND• Identify and teach the basic skills that will develop pupils' ability to work independently• Liaise with other schools to ensure continuity of support and learning when transferring pupils with SEND• Meet individual pupils SEND needs• Evaluate assessment data and discuss next steps with the Vice Principal• Ensure all staff understand access arrangements for SEND and coordinate the process
Recording and assessment	<ul style="list-style-type: none">• Set appropriately challenging targets for raising achievement among pupils with SEND• Undertake appropriate tracking and analysis to maximise SEND pupils' attendance and behaviour• Identify, assess and review SEND and collect and interpret SEND assessment data• Enable early identification and intervention through assessment and observation within our primary school partners

	<ul style="list-style-type: none"> • Ensure the interventions identified within each year group meet the needs of all pupils with SEND • In collaboration with class teachers, keep parents informed (through structured conversations) about their child's progress at key and regular intervals throughout the year
<p>Training and development</p>	<ul style="list-style-type: none"> • Undertaking the National Award for Special Educational Needs Co-ordination is a requirement for the post holder • Deliver and share training and development opportunities within school and across partnerships • Support and help induct new members of staff, including Newly Qualified Teachers and Trainees • Attend courses/meetings and evaluate and report back to the Head and other key staff on the essential issues • Ensure teachers know the strengths and targets for all SEND pupils and that they use the strategies within statements/EHC Plans and the recommendations within specialists' reports, in their planning for pupils with SEND • Audit, order, organise and allocate resources throughout the school, keeping an inventory and managing a budget • Take an active role in organising assemblies & special curriculum events • Assist class teachers and TAs in their communications with parents
<p>Leadership and management</p>	<ul style="list-style-type: none"> • Lead the school through the transition between the previous and new SEND Code of Practice 0–25 years • To contribute to the school's SIP and regularly review practice through dSEF processes • Strategically lead the large team of staff working in SEND • Ensure all members of staff recognise and fulfill their statutory responsibilities to pupils with SEND and ensure all school staff understand their roles and the changes under the new SEND Code of Practice • Provide training opportunities for Assistant SENCOs, Specialist teachers, teaching assistants including HLTAs, teachers and other adults working with our pupils, to learn about particular aspects of SEND and effective teaching strategies • Organise and lead inset to assist teachers in providing early intervention for pupils with SEND through first quality practice • Help teachers with pupils with SEND and EHCPs to meet individual needs and ensure statutory paperwork and other preparation for meetings e.g. Multi Professional Planning Meetings are completed in good time and, where necessary send reviews to the appropriate agencies • Monitor the children with SEND to check that they are making expected progress or better throughout the school • Attend pupil progress meetings to provide challenge and support to improve their progress • Monitor the effectiveness of interventions delivered by assistant SENCOs, specialist teachers, teaching assistants/HLTAs and the impact they have on pupils when working with them in classes • Write and review action plans for improving provision and achievement of SEND. • Liaise with members of the Governing Body to inform them of progression of the SEND Action Plan, quality of teaching and learning, progress of pupils and overall standards across all Key Stages • Develop productive partnerships with outside agencies and identify needs across the school for commissioning support

<p>Standards and quality assurance</p>	<ul style="list-style-type: none"> • Support and promote the high aspirations, positive ethos and inclusive culture of the school to colleagues, governors, parents, children and members of the wider community • Provide a key reference point in providing information and support for families of children with SEND • Support and promote all school policies and procedures, particularly those relating to child protection and safeguarding, equality, health and safety, confidentiality, behaviour, data protection and supporting pupils with medical needs in particular • Liaise with the Head and SLT promptly following meetings regarding pupils and parents of the school and keep up to date records of any actions/outcomes from the meetings • Be aware of and support pupil differences and ensure that all pupils have equal access to all school opportunities • To promote the general progress and wellbeing of individual pupils throughout the school • To provide advice and guidance to pupils and parents on educational, emotional and social matters in line with school policies • Attend and participate fully in school events e.g. open evenings, parental workshops and pupil performances • Attend Key Stage, year group and staff meetings as identified on the school's INSET calendar • Develop strong links with Governors and other schools within our local partnerships
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<p>All employees have the responsibility to:</p>	
<ul style="list-style-type: none"> • Ensure any documentation produced is to a high standard and is in line with the brand style • Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person • Participate in training and other learning activities as required • Participate in The Dean Trust's Performance Management process • Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate • To promote the area of responsibility within The Dean Trust and beyond • To represent The Dean Trust at events as appropriate • To support and promote The Dean Trust ethos • To undertake any other duties and responsibilities as required that are covered by the general scope of the post • To undertake any other reasonable duties at the request of the Chief Executive & Academy Principal, Academy Director (Secondary) and Headteacher 	

All post holders must comply with The Dean Trust professional standards for leaders and managers. The job description will be updated where appropriate in consultation with the post-holder.



Person Specification

Education and qualifications	<p>Essential</p> <ul style="list-style-type: none">• Good Honours degree• Qualified Teacher Status <p>Desirable</p> <ul style="list-style-type: none">• Further qualification in SEND or willingness to undertake SENCo training
Experience	<p>Essential</p> <ul style="list-style-type: none">• Enthusiastic and excellent classroom practitioner with successful experience of leading teams• Teaching all aspects of a Curriculum area across the full age/ability range• Experience of successfully leading whole school initiatives• Successful work undertaken with SEND pupils <p>Desirable</p> <ul style="list-style-type: none">• Understanding and knowledge of KS transfer processes
Special aptitudes	<p>Essential</p> <ul style="list-style-type: none">• To be able to role model the highest expectations• To be adaptable to changing circumstances and new ideas• Must have enthusiasm, energy, self-confidence and perseverance• Ability to motivate others, think creatively and imaginatively• A secure commitment to the continuing development of SEND within the school• To be able to prioritise, plan and organise the work of the SEND department• Proven record of effective team leadership• To deal sensitively with people, recognising individual needs and taking account of these in ensuring a consistent team approach to raising achievement in SEND• To acknowledge and utilise the experience, expertise and contribution of others• To set standards and provide a role model for pupils and other staff in the teaching and learning of SEND• To analyse, understand and interpret relevant information and data such as benchmark information• To think creatively and imaginatively and be able to identify and implement opportunities to move the department forwards• To complete tasks within a specific time frame• To review the quality of teaching and learning, showing a clear understanding of what 'outstanding' practice looks like• Appreciation and wider knowledge of 11-19 agenda <p>Desirable</p> <ul style="list-style-type: none">• To be an excellent practitioner in ICT related to administration and pupil learning• The desire to progress to higher leadership positions



Person Specification

Interpersonal skills	<p>Essential</p> <ul style="list-style-type: none">• To communicate effectively, orally and in writing with SLT, other staff, pupils, parents, governors, external agencies and the wider community including business and industry partners• To use every opportunity to promote SEND to pupils, parents and the wider community• To be able to work effectively under pressure and meet challenging work related deadlines• To have a sense of humour and a desire to contribute to wider aspects of school life <p>Desirable</p> <ul style="list-style-type: none">• Communicate effectively with employers and links with outside agencies
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