



Job Description – Special Educational Needs & Disabilities Co-Ordinator

Hours	Full time
Reports to	Headteacher

At Hampstead Hill School the whole community have a responsibility and duty of care to ensure that everyone is kept safe from harm and neglect. With our School values at the centre, we are committed to provide a secure and supportive environment in which children can develop and grow into respectful and responsible people. At HHS we take our safeguarding responsibility seriously and operate within a culture of vigilance that is proactive.

Hampstead Hill School is committed to creating a diverse workforce. We consider all qualified applicants for employment and do not discriminate on the basis of sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job Purpose and Dimensions

The SENDCo, under the direction of the headteacher, will:

- Determine the strategic development of special educational needs (SEN) policy and provision in the school
- Be responsible for day-to-day operation of the SEN policy and co-ordination of specific provision to support individual pupils with SEN or a disability
- Provide professional guidance to colleagues, working closely with staff, parents and other agencies

While the SENCO will have responsibility for the oversight of provision for pupils with SEN or a disability, class teachers will hold responsibility for the day-to-day education and support of pupils within their classroom.

Main Responsibilities

Strategic development of SEN policy and provision

- Have a strategic overview of provision for pupils with SEN or a disability across the school, monitoring and reviewing the quality of provision
- Contribute to school self-evaluation, particularly with respect to provision for pupils with SEN or a disability
- Make sure the SEN policy is put into practice and its objectives are reflected in the school improvement plan (SIP)
- Maintain up-to-date knowledge of national and local initiatives that may affect the school's policy and practice

Operation of the SEN policy and co-ordination of provision

- Maintain an accurate SEND provision and progress register
- Provide guidance to colleagues on teaching pupils with SEN or a disability, and advise on the graduated approach to SEN support
- Be aware of the provision in the local offer
- Work with other early years providers, other schools, educational psychologists, health and social care professionals and other external agencies
- Be a key point of contact for external agencies, especially the local authority (LA)
- Analyse assessment data for pupils with SEN or a disability
- Work with targeted support colleagues delivering lessons to pupils with SEN, and evaluate their effectiveness

Support for pupils with SEN or a disability

- Identify a pupil's SEN
- Co-ordinate provision that meets the pupil's needs, and monitor its effectiveness
- Secure relevant services for the pupil
- Ensure records are maintained and kept up to date
- Review the education, health and care plan (EHCP) with parents or carers
- Communicate regularly with parents/carers
- Ensure if the pupil transfers to another school, all relevant information is conveyed to that school, and support a smooth transition for the pupil
- Promote the pupil's inclusion in the school community and access to the curriculum, facilities and extra-curricular activities

Leadership and management

- Work with the headteacher and governors to ensure the school meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements
- Contribute to the quarterly Directors' Report
- Contribute to the SIP and whole-school policy
- Identify training needs for staff and how to meet these needs
- Lead CPD for staff
- Promote an ethos and culture that supports the school's SEN policy and promotes good outcomes for pupils with SEN or a disability

Safeguarding

- Liaise and collaborate via weekly meetings with the designated safeguarding lead (DSL) on matters of safeguarding and welfare for pupils with SEN
- Remain alert to the fact that pupils with SEN are more vulnerable to safeguarding challenges

The SENDCo will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the SENDCo will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the head teacher.

Staff Development, Training, Reviews and Meetings

The post holder will be committed to attend regular meetings and staff trainings and participate actively and effectively in their own development through supervision and the performance management processes.

- Engage in ongoing professional development through training, courses and performance evaluations.
- Attend and lead relevant staff meetings, contributing to school-wide initiatives and planning.
- Attend functions outside of normal work hours, such as parents' evenings, open days and social events.

Standards and Quality Assurance

- Uphold and model the school's values of respect, kindness, community, curiosity and conservation.
- Set a good example in terms of dress, punctuality and attendance.
- Undertake professional duties that may be reasonably assigned by the Headteacher.
- Adhere to health and safety policies and ensure they are reflected in daily practice.
- To ensure that school policies are reflected in daily practice.

Health and Safety

- Hampstead Hill School is committed to safeguarding and promoting the health, welfare and wellbeing of the children in its care. The post holder will be responsible for promoting and safeguarding the welfare of pupils at the school in line with the School and Children's Services.
- The post holder will take reasonable care to promote a healthy working environment and safe working practices in accordance with the School's Health & Safety policy.
- As an employee, the post holder is required, under the Health and Safety at Work Act 1974, to take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions.
- Report all concerns to an appropriate person.

Confidentiality

Under the provision of the Data Protection Act, it is the responsibility of each member of staff to ensure that all computerised personal information relating to pupils and other members of staff, which s/he has, access in the course of employment is regarded as strictly confidential. Failure to adhere to this instruction will be regarded as serious misconduct and lead to disciplinary action.

Disclosure and Barring Service

This post will result in you having substantial contact with children. The Authority, therefore, requires that by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the Children's Act 1989 and/or the Police Act 1997, you reveal any criminal convictions, bind over orders or cautions, including those which would normally be regarded as spent. You must complete the

relevant section on the application form – your application will be returned if this section is incomplete. If successful in your application, you will be subject to an Enhanced Disclosure and Barring Service check.


Probation Period

All staff are subject to a 3-month probation period upon the start of employment. During this period, the employer or employee may give a one week's notice period. After the probation period, a probation meeting will take place in which your performance will be evaluated to determine if the probation period will be cleared or extended, or if it results in a staff dismissal. Once the probation period has been cleared, the notice period for a resignation will be one full term's notice.

Please note:

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed as needed as part of the performance management process.

All Hampstead Hill School employees are expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties, which reasonably correspond to the general character of their post and their level of responsibility.

Approved by Job Holder			
Name			
Signature		Date	
Approved by Headteacher			
Name	Anne Napier	Position	Headteacher
Signature		Date	24 th February 2025

Appendix 1: Person Specification

CRITERIA	QUALITIES
Qualifications and training	<p>National Award for SEN Co-ordination + QTS or enrolment on NPQ SENCo course/a commitment to complete it within 3 years of appointment</p> <p>[one of the above is required under the SEN Code of Practice]</p>
Experience	<p>Experience of working at a whole-school level</p> <p>Involvement in self-evaluation and development planning</p> <p>Experience of conducting training/leading CPD</p>
Skills and knowledge	<p>Sound knowledge of the SEND Code of Practice</p> <p>Awareness of upcoming proposed changes via the SEND & AP Improvement Plan</p> <p>Understanding of what makes 'quality first' teaching, and of effective intervention strategies</p> <p>Ability to plan and evaluate interventions</p> <p>Data analysis skills and the ability to use data to inform provision planning</p> <p>Effective communication and interpersonal skills</p> <p>Ability to build effective working relationships</p> <p>Ability to influence and negotiate</p> <p>Good record-keeping skills</p> <p>Confident IT skills including excel</p>
Personal qualities	<p>Commitment to getting the best outcomes for pupils and promoting the ethos and values of the school</p> <p>Commitment to equal opportunities and securing good outcomes for pupils with SEN or a disability</p> <p>Ability to work under pressure and prioritise effectively</p> <p>Commitment to maintaining confidentiality at all times</p> <p>Commitment to safeguarding and equality</p>