



Job Description & Person Specification

Job Title:	Special Educational Needs & Disabilities Co-ordinator (SENDCo)
Location:	Hinchingbrooke School
Reports to:	School Senior Leadership Team (SLT), Trust Director of SEND
Salary:	M6/UPS + TLR2
Hours:	Full time
Contract Term:	Permanent

Purpose

The SENDCo, under the direction of the Trust Director of SEND and working with SLT, will:

- Work collaboratively to determine the strategic development of special educational needs and disabilities (SEND) policy and provision in the school.
- Be responsible for day-to-day operation of the SEND policy and co-ordination of specific provision to support individual students with SEND.
- Provide professional guidance to colleagues, working closely with staff, parents and other agencies.

The SENDCo will also be expected to fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document.

Main Responsibilities

Strategic development of SEND policy and provision

- Have an overview of provision for students with SEND across the school, monitoring and reviewing the quality of provision.
- Ensure the SEND policy is put into practice, and that the objectives of this policy are reflected in the school improvement plan.
- Maintain an up-to-date knowledge of national and local initiatives which may affect the school's policy and practice.
- Evaluate whether funding is being used effectively, and propose changes to make use of funding more effective

Operation of the SEND policy and co-ordination of provision

- Maintain an accurate SEND register and provision map.
- Provide guidance to colleagues on teaching students with SEND, and ensure the Pen Portrait system is understood and used to support students.
- Advise on the graduated approach to SEND support.
- Advise on the use of the school's budget and other resources to meet students' needs effectively, including staff deployment.
- Be aware of the provision in the local offer.
- Work collaboratively and efficiently with other schools, educational psychologists, health and social care professionals, and other external agencies.

Hinchingbrooke School is committed to promoting and safeguarding the welfare of all pupils and expects all staff and volunteers to share this commitment.

- Be a key point of contact for external agencies, especially the local authority.
- Analyse assessment data for students with SEND.
- Implement and lead intervention groups for students with SEND and evaluate their effectiveness.

Support for students with SEND

- Identify a student's SEND need using the school systems in place.
- Co-ordinate provision that meets the student's needs and monitor its effectiveness.
- Secure relevant services for the student.
- Ensure records are maintained and kept up to date.
- Manage monitoring systems for SEND outcomes for students.
- Co-ordinate and overview the Key Worker system in place for SEND students.
- Review the education, health and care plan with parents or carers and the student.
- Ensure there is regular communication with parents or carers in relation to SEND needs and support.
- Ensure that if the student transfers to another school, all relevant information is conveyed to it, and support a smooth transition for the student.
- Promote the student's inclusion in the school community and access to the curriculum, facilities and extracurricular activities.
- Work with the designated teacher for Children in Care, where a looked-after student has SEND.

Leadership and management

- Work with the Director of SEND, SLT and the School Governors to ensure the school meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements.
- Prepare and review information the governing board is required to publish.
- Contribute to the school improvement plan and whole-school policy.
- Identify training needs for staff and how to meet these needs.
- Lead INSET for staff.
- Share procedural information such as the school's SEND policy.
- Promote an ethos and culture that supports the school's SEND policy and promotes good outcomes for students with SEND.
- Lead and manage the SEND team, including the Assistant SENDCo's, Nurture staff and SEND Teaching Assistants.
- Organise day to day provision with the custom-built SEND base (Basecamp) in school.
- Lead staff appraisals and review staff performance on an ongoing basis.
- Lead the Exam Access Provision within school with the Exams Manager and Exams team.

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

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

Signed..... (SENDCo)

Signed..... (Trust Director of SEND)

Date.....

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Criteria	Desirability
QUALIFICATIONS/KNOWLEDGE	
Qualified teacher	Essential
Degree in a relevant discipline for education	Essential
Working knowledge of the SEND Code of Practice	Essential
Understanding of what makes 'quality first' teaching, and of effective intervention strategies	Essential
Ability to plan and evaluate interventions	Essential
National Award for SEN Co-ordination, or a willingness to complete it within 3 years of appointment	Desirable
In depth knowledge of the SEND Code of Practice	Desirable
Data analysis skills, and the ability to use data to inform provision planning	Desirable
EXPERIENCE	
Teaching experience [2+ years minimum]	Essential
Experience of working at a whole-school level	Desirable
Involvement in self-evaluation and development planning	Desirable
Experience of conducting training/leading INSET	Desirable
Experience line managing staff	Desirable
Experience in organising Exam Access Provision for formal qualifications	Desirable
PROFESSIONAL COMPETENCE	
Commitment to promoting and safeguarding the welfare of all pupils	Essential
Ability to form sound relationships with colleagues and the wider school community	Essential
Ability to deal with difficult situations in an objective and professional manner	Essential
Effective communication and interpersonal skills	Essential
High degree of discretion in dealing with confidential information	Essential
Ability to influence and negotiate	Essential
Ability to work under pressure and prioritise effectively	Essential
Good record-keeping skills	Essential
Commitment to getting the best outcomes for students and promoting the ethos and values of the school	Essential
Commitment to equal opportunities and securing good outcomes for students with SEN or a disability	Essential
Team player who is adaptable and committed in every aspect of professional life	Essential

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