



# ARTHUR MELLOWS VILLAGE COLLEGE

Helpston Road, Glington, Peterborough PE6 7JX

## JOB DESCRIPTION AND KEY ACCOUNTABILITIES

**Post Title:** Assistant Special Educational Needs Coordinator

### MAIN PURPOSE OF JOB

- To assist with strategic leadership of the provision for students with special educational needs and disabilities (SEND).
- To assist with the Identification and assessment of students with SEND.
- Ability to lead, manage and effectively deploy staff and resources to meet the needs of students with SEND.
- To take a full role within the school community as a Senior Middle leader
- Ensure that all staff, teaching and non teaching, are provided with relevant up to date information and training relating to the support of identified students.
- To assist on raising standards of student attainment and achievement with SEND students in all year groups and ability profiles
- To ensure that paperwork relating to students with SEND meets statutory requirements
- To develop and maintain excellent relationships with parents of students with SEND, the local authority and relevant external organisations.
- To lead the process of monitoring and evaluation of SEND in line with agreed school policies and procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required
- To implement internal QA systems within SEND regarding tracking of student attainment, achievement, experience and support
- To undertake regular appraisal and target setting meetings and reviews with line managed staff.
- To pay due regard to the school's equality policy and its application in the work of SEND student support system
- To promote the general progress and well-being of individual students and provide guidance and advice as necessary.
- To participate in staff meetings which relate to curricular, guidance, administrative and organisational issues.
- To co- lead with SENCo that there is a strategic overview of provision for students with SEND across the school which maximises their potential
- To assist in the delivering of the school's SEND policy
- To monitor and evaluate the quality of teaching in interventions of students with SEND eg literacy and numeracy withdrawal.
- To monitor the effectiveness of intervention for students with SEND by outcome
- To assist in the leading and managing a team of higher level and learning support assistants working directly with students with SEND and ensure that they are effectively deployed
- Liaise effectively with staff across the school, including pastoral, attendance and behaviour support teams, to ensure high quality provision for students with SEND.
- To help maintain an accurate SEND register and provision map reviewed on a termly basis to ensure that provision meets the needs of students and statutory provision at all times, including overseeing the identification and review of students with SEND
- To be a part of the planning meeting of Education and Health Care Plans (EHCPs) and other relevant documentation relating to students with SEND are regularly reviewed with students, parents and other agencies and recommendations made are implemented
- Support with EHA documentation and referral process
- To become familiar with exam access arrangements, to assist with assessment, application and evidence collation in line with the JCQ regulations.
- To ensure that exam concessions for students with SEND are carried out and implemented through liaison with the exam officer.

- Monitor, analyse and report on assessment information and examination results for students with SEND to ensure that they make excellent progress
- To become familiar with various intervention programmes, such as literacy, numeracy, SEMH run in the SEN department.
- To become familiar with important transition points such as the year 6, 11 and 13 and be involved in the differing transition programmes associated with each year group.
- To support safeguarding issues relating to SEND students and ensure that Senior Designated Person (and Safeguarding team) are informed of concerns
- To lead on the provision and guidance regarding SEND students on safe guarding and safe practices
- To oversee support for 6<sup>th</sup> form student, overseeing provision and liaising with 6<sup>th</sup> form team to trouble shoot any potential issues.
- To liaise with outside agencies as appropriate,

### **LINE MANAGEMENT**

- To be responsible in supporting for the day-to-day management of staff within the department and act as a positive role model.
- To delegate roles and responsibility to staff within the subject area and monitor progress.
- To support and guide staff within the department appropriately
- To advise on performance

### **PASTORAL SYSTEM**

- To monitor and support the overall progress and development of students within the department.
- To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- To support the line management of SEND Tutor Groups.
- To contribute to PSHE, citizenship and enterprise programmes guiding staff on differentiation as needed.
- To support in ensuring that the behaviour management system is implemented in the department so that effective learning can take place.

### **TEACHING**

To undertake an appropriate programme of teaching.

### **ADDITIONAL DUTIES**

To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example

Whilst every effort has been made to explain the main duties and accountabilities of the post, each individual task undertaken may not be identified.

### **Other Specific Duties**

**You are to carry out the duties of a school teacher as set out in Pay and Conditions Document 1994 and subject to any amendments due to government legislation. This includes any duties as may be reasonably directed by the Headteacher.**

To continue personal development as agreed.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.