

JOB DESCRIPTION

DEPUTY SPECIAL EDUCATIONAL NEEDS CO-ORDINATOR

(Olney Campus)

The key task of the SENDCO is to ensure that Special Educational Needs (SEND) provision is both efficiently and effectively managed. The range of responsibilities delegated to the SENDCO with regard to provision and coordination is outlined below. It is expected that all legal and statutory requirements are met for students with SEND via the SENDCO.

Working with the Assistant Headteacher (Pastoral), the SENDCO has the following responsibilities:

CORE PURPOSE

The SENDCO, with the support of the Head and Governing body, takes responsibility for the day-to-day operation of provision made by the school for pupils with SEND and provides professional guidance in the area of SEND in order to secure high quality teaching and the effective use of resources to bring about improved standards of achievement of all pupils.

MAIN RESPONSIBILITIES

- Strategic direction and development of SEND provision;
- Teaching and learning;
- Leading and managing staff;
- Efficient and effective deployment of staff and resources.

Strategic Direction of SEND Provision

- Ensure effective systems of communication, including feedback about pupils' learning to inform future planning;
- Monitoring the quality of SEND support by establishing effective systems to identify and meet the needs of pupils, whilst ensuring that the systems are coordinated, evaluated and regularly reviewed;
- Ensure that the objectives of the SEND policy are reflected in the school improvement plan. Liaise with and coordinate the contribution of external agencies;
- Up-to-date knowledge of National and local initiatives which may impact upon policy and practice.

Progress and Achievement of Students

- To monitor the achievements, welfare and discipline of students, and to follow up the progress reviews, liaising with the pastoral team and parents when appropriate;
- To liaise with subject departments, feeder schools particularly regarding transition, and external agencies such as Exam Boards, EP, Alternative Education providers etc;
- To co-ordinate the application for and of special arrangements in external examinations in conjunction with the Examinations Officer.

Teaching and Learning

- Influencing the whole Teaching and Learning policy to promote aspects of inclusive teaching;
- Leading INSET regularly and where appropriate; this may include chairing and be a part of working parties;
- Providing opportunities for observation of colleagues/visits to other schools in order to share best practice;
- Collect and interpret specialist assessment data gathered on pupils and use to inform practice;
- Work with pupils, subject leaders, class teachers with tutorial/pastoral responsibilities to ensure realistic expectations of behaviour and achievement is set for SEND pupils;
- Support developments and initiatives to improve standards in literacy and numeracy as well as access to the wider curriculum;
- Overseeing and monitoring the quality of Learning passports, FACTs and other support plans such as pastoral support plans and maintaining detailed information for subsequent meetings with parents;
- Develop systems for colleagues to monitor and record progress made by pupils with SEND towards the achievement of targets set in Learning passports and support plans;
- Review Learning passports, FACTs and support plans monthly with parents, students, teachers and agree and communicate new targets;
- Supporting the Head in meeting statutory responsibilities for SEND students with EHCPs and their Annual Review;
- Lead the Annual Review meetings for students with an EHCP.

Leadership and Management

- To lead the team and to be instrumental in planning for continual improvement and to make a contribution to the evaluation of the work of the department;
- To promote an atmosphere of continuing professional development and to share good practice with colleagues;
- To contribute to the school's development plan;
- To support the professional development of all staff, including newly qualified teachers and initial teacher training students;
- To review annually a coherent set of job descriptions and oversee their implementation.
- Contribute to the selection, and promotion, of staff including the writing of references. To be involved in short-listing and interview procedures;
- To manage effectively all staff connected with the department;
- Advise the head and Deputy head on all staffing matters within the department;
- To appraise all departmental colleagues on an annual basis;
- Encourage all staff to recognise and fulfil their statutory responsibilities;
- Develop proformas for essential repetitive paperwork, in order to create an administrative infrastructure as part of an effective communications system;
- Identifying the training needs of staff and organising/coordinating INSET to be delivered by other professionals;
- Disseminate procedural information such as recommendations of the code of practice or the schools own SEND policy;
- Ensure the establishment of opportunities for SEND Teaching Assistants to review the needs, progress and targets of pupils with learning difficulties;

- Provide regular information to the Head, governing body on the evaluation of the effectiveness of provision for pupils with SEND, to inform decision-making and policy review.

Efficient and effective deployment of staff and resources

- Provide advice to Head/SLT relating to resource requirements, the deployment of staff and timetabling in relation to the support of SEND;
- Organise and coordinate the work of colleagues to ensure appropriate deployment of learning resources including ICT;
- Maintain existing resources and explore opportunities to develop or incorporate new resources from the wide range available within and externally to the school.

CURRICULUM

- To ensure that work in support of schemes of work is developed and reviewed regularly in co-operation with all members of the department;
- To contribute to the work of the school's Pastoral Leadership Team;
- To contribute to the work of the school's Middle Leader's Team;
- To construct the timetable of the SEND team;
- To contribute to the implementation of the safety regulations in accordance with the Health and Safety at Work Act 1974 and other DFE guidelines.

ETHOS AND CULTURE

- To provide leadership in promoting an ethos and culture within the department that is in line with achieving the aims of the school;
- To facilitate, within the whole school, behaviours that support and contribute towards developing the values of the school.

Undertake such other duties that may be required from time to time at the request of the Headteacher.

This job description will be reviewed regularly and may be subject to modification and amendment after consultation.

September 2018