The Charter School East Dulwich

Assistant Special Educational Needs and Disabilities Coordinator (SENDCo)

Job Description

**Post title**

Assistant Special Educational Needs and Disabilities Coordinator (SENDCo)

**Reporting to**

Assistant Headteacher SEND (AHT SEND)

**Liaising with**

The whole staff body and any external stakeholders as may be required.

**Purpose of the role**

To assist with leading and managing the provision of special educational needs learning support; to provide professional leadership and management within the Learning Support department to secure high quality teaching, effective use of resources and improved standards of learning and achievement for all pupils but particularly those on the Special Educational Needs register.

Other responsibilities

The post holder will be required to support and encourage the school’s ethos and its objectives, policies and procedures as agreed by the Headteacher and Local Governing Body.

**Responsibilities:**

* To ensure that the school carries out its statutory responsibilities regarding all students with a Statement of Special Educational Needs.
* Lead on provision for dyslexic students and interventions
* To support in the leadership of the provision of SEND teaching and support across the school
* To provide professional guidance to staff to secure highly effective teaching for SEN pupils
* To advise on and contribute to the professional development of staff, including whole school INSET provision
* To performance manage HLTAs and Learning Support Assistants as required
* To establish provision to ensure that progress of pupils with SEND improves relative to those without SEND.
* With the AHT SEND, monitor progress towards targets for pupils with SEND, including analysing and interpreting relevant school, local and national data.
* To support with the identification of and disseminate the most effective teaching approaches for individual pupils with SEN.
* To liaise with staff, parents, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of provision
* To contribute to the production of reports to the Headteacher and governing body on the effectiveness of SEND provision

**Person Specification for Asst SENDCo**

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| **Qualifications, experience and attributes** | | |
| **Qualifications** | **Experience** | **Attributes** |
| * Qualified Teacher Status | * Work in an inclusive, urban secondary school | * Excellent written and verbal communication skills |
| * Bachelor’s degree as a minimum | * Experience of leading staff and teams within the SEND arena including in-depth knowledge of Safeguarding responsibilities | * Self-motivated with good organisational skills and the ability to prioritise workload effectively |
| * Relevant recent professional development | * A successful track record in raising attainment for disadvantaged students | * Approachable to pupils, colleagues, parents and carers |
|  | * Experience of contribution to whole school improvement strategies | * Adaptable to changing circumstances and open to new ideas; able to make decisions based on sound judgment |
|  | * Experience of innovative approaches to the development of teaching and learning | * Gives and receives effective feedback and acts to improve personal performance |
|  |  | * Accepts appropriate support from others including colleagues, Governors and other SEND specialists |
|  |  | * Shows a commitment to ongoing professional development |
|  |  | * Values diversity and the unique contribution that every individual makes to the learning community |
|  |  | * Consistently demonstrates high standards of professionalism, loyalty and integrity |

Conditions of employment

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

S/he shall be subject to all relevant statutory requirements as detailed in the most recent School Teachers Pay and Conditions Document.

The postholder may be required to perform any other reasonable tasks after consultation.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the postholder.

All staff participate in the school’s Appraisal scheme.