

WIGMORE PRIMARY SCHOOL JOB DESCRIPTION

TITLE: SENDCo



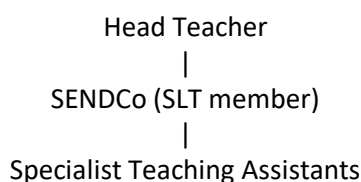
RESPONSIBLE TO: Head Teacher

GRADE: MPS/UPS plus SEND allowance

PURPOSE OF POST:

To manage and lead the SEND department. Plan, implement and monitor teaching and learning activities to meet the needs of pupils with special educational needs (SEN) and ensure that the statutory responsibilities to pupils with SEND are fulfilled.

ORGANISATION CHART:



PRINCIPAL RESPONSIBILITIES:

1. Take a lead role in the development, implementation and monitoring of targeted teaching and learning strategies aimed at supporting relevant children and be instrumental in the provision of guidance, support and professional development for different teams of staff working across the school. Devise and implement policies through which the aims and objectives of SEND provision shall be achieved.
Be responsible for the school's relationship with parents of SEND children and prepare sophisticated professional reports for external stakeholders. Identify, model and adopt the most effective teaching approaches for pupils with SEND. Encourage all members of staff to recognise and fulfil their statutory responsibilities to pupils with SEND. Develop understanding of learning needs and the importance of raising achievement among pupils.
2. Under the overall direction of the Head Teacher, lead on the provision of professional advice, support and recommends to all stakeholders:
 - Manage admission arrangements of SEND children into School and support their transition into their next school.
 - Draft and model educational advice for statutory assessments.
 - Develop and maintain professional constructive relationships with all relevant external agencies
 - Represent the School at meetings, internal and external, where SEND and other learning/behaviour need is a major part of the discussion, provide recommendations and next steps.
 - Lead on the moderation of internal assessment and develop reporting systems to highlight areas of development for individuals and groups of concern.
 - Develop and oversee the implementation of policies for the promotion and protection of children with SEND and other learning and behavioural needs

3. Identify pupils in need of a EHCP then initiate and lead the process to obtain EHCP. Present recommendations for educational strategies / interventions at EHCP and other professional meetings. Write educational advice and make funding applications. Model how to implement strategies for staff and work directly with pupils.
4. Set up and manage systems for the monitoring, recording and assessment of pupil progress (ILPs). Arrange, contribute to and analyse specialist assessment data as required. Ensure there are detailed and reliable records of individual's progress. Assist teachers in the evaluation and revision of lessons and work programmes for individuals and groups of pupils.
5. Contribute to and lead the planning of teaching and learning for whole classes and / or individual pupils on a short, medium and long-term basis. Contribute to and lead the planning of lessons and work programmes, the devising of activities and target setting for raising achievement. Identify and teach study skills that will develop pupils' ability to work independently. Under the direction of class teachers, following agreed lesson plans, support the teaching and learning of individual or groups of pupils, using support strategies appropriate to the needs of pupils, providing feedback and liaising over problems. Facilitate the intellectual and social development of pupils, working with the class teachers to support the achievement of literacy and numeracy targets and in other specific curriculum areas. Prepare, develop, maintain and deploy appropriate learning aids, materials and equipment, including ICT, to assist in teaching. Identify resources needed to meet the needs of pupils with SEND and advise the Head Teacher of priorities for expenditure. Advise on the suitability of such resources including their appropriateness in the culturally and linguistically diverse classroom. Be a role model of high quality inclusive classroom practice.
6. Liaise with other schools to ensure continuity of support and learning when transferring pupils with SEND. Co-ordinate, initiate and develop liaison with parents, carers, outside agencies and other schools, ensuring effective communication throughout. Attend consultation meetings and keep parents informed about their child's progress.
7. Work collaboratively with other agencies and professionals, as necessary, including educational psychologists, health professionals, and education welfare officers, to meet the personal and educational needs of individual pupils. Coach and train others in these strategies. Update the Head Teacher and Governing Body on the effectiveness of provision for pupils with SEND.
8. As required, lead specific projects or activities in the specialist area. Disseminate good practice in SEND across the school. To be responsible for training staff across sites in specific strategies. To monitor and oversee the practice of the SEND assistants. To make decisions regarding SEN staff deployment across the school. To monitor SEND pupil numbers and appropriate strategies. Make strategic decisions on resourced and EHCP applications.
9. Develop and maintain resources to assist in teaching through leading, supervising and co-ordinating individuals or teams of teaching assistants. Manage the induction programme of new SEND staff. Provide advice to teachers following observations on SEND related issues. Take a lead responsibility for recruitment, appraisal and provide training opportunities for staff to learn about SEND. Monitor performance and address any performance issues in the first instance.

DIMENSIONS:

Supervisory Management:	Teaching Assistants, SEND Teacher, Pastoral Lead, SEND Teaching Assistant
Financial Resources:	N/A
Physical Resources:	Classroom materials, equipment and resources

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

Disclosures are handled in accordance with the CRB Code of Practice which can be accessed from the Children and Learning Department, HR Division, or on www.disclosure.gov.uk

Physical Effort: N/A

Working Environment: N/A

PERSON SPECIFICATION:

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E) :- without which candidate would be rejected. Desirable (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give clear examples of how you meet the essential and desirable criteria.

Attribute	Essential	How Measured	Desirable	How Measured
Experience	Substantial experience of planning, monitoring and assessment of pupils' progress in an education setting.	1,2		
	Demonstrable experience of working with people with a range of special needs.	1,2		
Skills and Abilities	Able to lead and manage a team of teaching assistants.	1,2		
	Able to train, develop, inform and motivate others.	1,2		
	Self-motivated and able to use own initiative in working with parents / carers and related agencies within an agreed policy / procedure framework.	1,2		
	Able to devise and implement effective communication systems at a range of levels, e.g. with children, parents, other professionals, etc.	1,2		
	Able to establish comprehensive systems of record keeping and use these to inform judgements and decisions.	1,2		
		1,2		

	Able to support learning in the specialist subject at the relevant Key Stage. Able to use information technology skills for word processing, databases and spreadsheets.	1,2,5		
Competencies	Able to demonstrate appropriate motivation to work with young people	1,2		
	Ability to form appropriate relationships with young people	1,2		
	Emotional resilience in working with challenging behaviours	1,2		
	Appropriate attitudes to use of authority and maintaining discipline.	1,2		
Equality Issues	Able to recognise and act upon common forms of discrimination.	1,2		
	Able to understand the issues for pupils' education in an urban, multi-cultural context and build this into service delivery processes.	1,2		
Specialist Knowledge	Substantial knowledge of how pupils learn.	1,2		
	Demonstrable knowledge of curriculum requirements.	1,2		
	Some knowledge of policies and procedures in areas such as child protection, behaviour management.	1,2		
Education and Training	QTS; NPQ SENDCo Award	1,2,4		
Other Requirements	Ability to commit to continuous professional development.	1,2		

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Equality Act (2010), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Luton Borough Council's policies are reflected in all aspects of their work, in particular those relating to:

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (2018).

Wigmore Primary School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

CVs will not be accepted for any posts based in schools.