



Job Title:	Operational SENDCo
Grade:	6 (pay point 18 to 23)
Full time salary:	£31,537 to £34,434 per annum
Actual salary:	£28,604 to £31,232 per annum – 37 hours per week, term time plus 3 weeks (90.70% FTE)
Accountable to:	SENDCo
Responsible for:	Teaching Assistants
Key Relationships/ Liaison with:	SENDCo, Deputy SENDCo, Teachers, Students and parents.

- Job Purpose:**
- As an integral member of the team, key duties will include identifying and supporting pupils who are experiencing barriers to learning.

Main Duties and Responsibilities:

- To play an integral role in implementing the current SEND strategy and to assist the SENDCo in leading provision for SEN across two schools
- To Line manage a team of Teaching Assistants and be responsible for their deployment.
- To develop curriculum resources to ensure that pupils identified as having SEN have the required levels of support.
- To support the SENDCO in managing the implementation of an inclusive curriculum within the context of the school's aims and policies.
- To Identify and support pupils who are experiencing barriers to learning.
- To work with the SENCO to develop and implement intervention groups and support.
- To manage and maintain personalised plans, records, provision maps and provision plans ensuring that accurate records are kept and stored for GDPR compliance
- To lead review meetings periodically throughout the year.
- Under the direction of the SENCO, collate and prepare information relating to assessments, EHCPs and referrals to other agencies.
- To monitor the progress of students with SEN and advise the SENDCO.
- Carry out small group interventions, for example; social use of language, SP, EAL and language programmes etc.
- To facilitate Annual Reviews with guidance from the SENDCo
- To conducting Multi -Agency meetings.
- To be available to meet regularly with parents, pupils and other stakeholders
- To identifying pupils who are eligible and ensuring they have the necessary Access Arrangements.
- To collate SEND statistical returns as requested and analyse progress and attainment.
- Provide support with High Needs Funding Applications and the tracking of funding.

- To communicate pupils' needs with Teaching Staff, as well as offer advice and guidance on quality first teaching approaches under the direction of the SENDCo.
- To work closely with the Pastoral Team to meet the needs of all pupils.
- To support pupils with an EHCP and those identified as SEN Support through key transition points.
- To support pupils and parents on Information and Parents Evenings throughout the year.
- To act as a Deputy Designated Safeguarding Lead

Commitment to Safeguarding Children:

Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with by:

- Having awareness of school safeguarding policy and procedures regarding child protection.
- Being fully aware of and understanding the duties and responsibilities arising from the Children's Act 2004, KCSIE and Working Together in relation to child protection and safeguarding children and young people.
- To have a responsibility for promoting and safeguarding the welfare of students.
- To work within the requirements of the Safeguarding Children's Policy and the staff code of conduct.

Health and Safety

- To ensure a work environment that protects peoples' health and safety and that promotes welfare, and which is in accordance with the school / Trust Health and Safety policy.
- To comply with the requirements of Health and Safety, or relevant legislation and school/Trust documentation.

Corporate responsibilities

- To assist with student needs as appropriate during the school day.
- To show support for and uphold our ethos, value, all policies and procedures.
- To promote high standards in attendance, punctuality and appearance adhering to Staff Code of Conduct.
- To support the induction of new staff, students and apprentices.
- To communicate effectively and professionally, both orally and in writing.
- To make a positive contribution to the wider life and ethos of the school.
- To act with professionalism, integrity and with due regard to matters of a confidential nature at all times.
- To comply with any reasonable request from a manager or Headteacher to undertake work of a similar level or commensurate with role and level of responsibility that is not specified in this job description.

Other duties:

- Identify training needs for staff and how to meet these needs.
- Work with early years providers, other schools, educational psychologists, health and social care professionals, and other external agencies.
- Contribute to the school improvement plan and whole-school policy.
- Contribute to school self-evaluation, particularly with respect to provision for pupils with SEN or a disability.

- To manage appropriate resources for SEND and Learning Support and ensure that they are used efficiently, effectively and safely.

Operational SENDCo – Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Attainment of GCSE grade C or above in Maths and English (or able to demonstrate equivalent numeracy and literacy skills) 	<ul style="list-style-type: none"> • Attainment of A-Levels or equivalent of a level 3 standard of education • Qualified teacher status • National award in special educational need coordination • Postgraduate award of proficiency in assessment for access arrangements
Experience	<ul style="list-style-type: none"> • Experience of working within the SEND field • Experience of leading a team 	<ul style="list-style-type: none"> • Experience of working in a school or educational setting
Knowledge/ Skills	<ul style="list-style-type: none"> • Excellent knowledge of the SEND Code of Practice 0-25 • Excellent working knowledge of ICT • High level of written and oral communication skills • An understanding of the barriers to learning for SEND students • Demonstrates an awareness, understanding and commitment to equality and inclusion. 	<ul style="list-style-type: none"> • Knowledge of current education and professional developments and an understanding of their application in a SEND context
Other	<ul style="list-style-type: none"> • A strong commitment to safeguarding children and young people; full awareness and knowledge of current national legislation for safeguarding and child protection • A relentless passion towards ensuring the very best outcomes for students with SEND • To believe in the importance of teamwork and a collaborative approach, to be able to build supportive working relationships with colleagues both within and outside of the SEN department. • Ability to lead by example and motivate others. • A desire to play a full part in the life of the school community, to support its distinctive mission and ethos and encourage staff and students to follow in this example. • Ability to work under pressure, prioritise effectively and manage workload • Diplomatic with the ability to develop and maintain effective, positive relationships • Ability to manage own and others' workloads appropriately • Ability to keep calm in difficult situations and deal with stress • Open and constructive, accepting of feedback and always willing to learn • A 'can do' optimistic approach • Awareness of and commitment to Equal Opportunities issues 	