



Job Description:

Special Educational Needs and Disabilities Co-Ordinator



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Job Purpose:

We are seeking an inspirational and dedicated SENDCo to manage the provision for pupils identified as having Special Educational Needs and Disabilities, including promoting high quality teaching, effective use of resources and effective analysis of data to ensure SEND pupils needs are effectively met.

This is a demanding role that will require:

- resilience and expertise to ensure a high-quality provision for all children with SEND
- a driven focus on high standards and excellence for pupils supported by a high-quality curriculum
- leading provision for SEND and the monitoring of effective support for children alongside our existing SENDCo to ensure that the school is inclusive
- a passion for promoting a child-centred vision
- a commitment in ensuring every child is valued, and no child is left behind or forgotten
- an absolute focus on quality of teaching and learning
- a commitment to developing further the strong ethos of the school

As SENDCo you will be expected to work closely with the Headteacher and leadership team to influence progress and standards, challenge under-performance and develop a clear strategic direction for Paganel Primary School.

Key Responsibilities and Functions:

Strategic development of inclusive ethos and provision

- have strategic overview of provision for pupils with SEND across the school, monitoring and reviewing the quality of provision
- contribute to school self-evaluation, particularly with respect to provision for pupils with SEND
- ensure the SEND policy is put into practice and its objectives are reflected in the school development plan
- maintain up-to-date knowledge of national and local initiatives that may affect the school's policy and practice, with a particular focus on SEND initiatives

- evaluate whether funding is being used effectively, and suggest changes to make use of funding more effective
- champion inclusive practice across the school

Operation of the school's policies and co-ordination of provision

- maintain an accurate SEND register, provision map and EAL identification
- escalate pupils on the graduated response to secure the appropriate provisions and funding
- provide guidance and support for colleagues on teaching pupils with SEND, and advise on the graduated approach to SEND support
- have a detailed understanding of the SEND budget and other resources to meet pupils' needs effectively, including staff development and deployment
- have an understanding of the local offer
- work with a range of stakeholders including early years providers, schools and other external agencies
- be a key point of contact for external agencies, especially for local authority (LA)
- analyse, interpret and evaluate all data for pupils with SEND to inform next steps
- implement and lead intervention groups for pupils with SEND & EAL, and evaluate their effectiveness

Support for pupils with SEND & EAL

- implement effective identification processes for SEND and EAL
- co-ordinate provision that meets the pupil's needs, and monitor its effectiveness
- secure relevant services for pupils and access funding accordingly
- ensure records are maintained and kept up to date
- follow statutory guidance in relation to EHCP reviews and reviews for pupils on SEND support
- communicate regularly with parents or carers
- promote the pupil's inclusion in the school community and access to the curriculum, facilities and extra-curricular activities

Leadership and management

- work with the Headteacher and leadership team to ensure that the quality of teaching is at least good, and that appropriate coaching, support and pedagogic development programmes are provided for staff as effective CPD

- support thorough, timely and accurate monitoring and evaluation of the quality of teaching ensuring timely support, intervention and capability procedures are initiated and seen through where required
- prepare and review information for the Trust board
- contribute to the school improvement plan and whole-school policy
- identify training needs for staff and how to meet these needs, including INSETs
- share procedural information, such as the school's SEND policy and SEND Information Report
- promote an ethos and culture that supports the school's policies and promotes good outcomes for all pupils
- fulfil any roles and responsibilities as required by the Headteacher