

## JOB DESCRIPTION

POST HOLDER	<b>SEND Co-ordinator</b>
RESPONSIBLE TO	<b>SLT Link</b>
RESPONSIBLE FOR:	<b>SEND Team</b>
DETAILS OF POST	<b>Leadership Pay Scale L8-12 Full time, 32.5 hours per week</b>
JOB PURPOSE	<ul style="list-style-type: none"> <li>• Provide strategic leadership within the school</li> <li>• Provide strategic and operational leadership of inclusive SEND provision and practice</li> <li>• Ensure the school meets all its statutory and local duties in relation to the education and care of students with SEND</li> <li>• Make a positive difference for students with SEND by ensuring barriers to learning are reduced/removed and positive outcomes achieved</li> <li>• Monitor and support the overall progress and development of students with SEND</li> <li>• Effectively manage and deploy teaching/support staff, financial and physical resources within the SEND area</li> </ul>
MAIN DUTIES / KEY TASKS	<p><b>Strategic direction and development of SEND provision</b></p> <ul style="list-style-type: none"> <li>• Keep up to date with, and respond to, local and national developments in SEND education</li> <li>• Work with SLT to review school policies and practice and ensure they are consistently implemented</li> <li>• Support self-evaluation processes and the formulation of a strategic development plan</li> <li>• Use and analyse quantitative and qualitative data to inform strategic planning, to identify improvement targets and to inform the school's leadership</li> <li>• Analyse examination outcomes data (ASP/IDSR) to inform self-evaluation and school improvement</li> <li>• Contribute to the development of whole school inclusive curriculum provision and targeted provision within the SEND Hub area</li> <li>• Ensure effective systems are in place to identify and meet SEND needs and that they are coordinated, monitored, evaluated and reviewed</li> <li>• Monitor the progress of individuals and cohorts towards ambitious targets</li> <li>• Implement strategies that consistently enhance the opportunities and experiences of SEND students</li> <li>• Lead a graduated approach to meeting student needs</li> <li>• Support all staff in understanding the needs of students with SEND and lead staff CPD in relation to SEND inclusion as required</li> <li>• Liaise with staff, parents, external agencies and other schools to co-ordinate their contribution to the education and care of students with SEND</li> </ul>

- Provide regular information to the Headteacher and Academy Council on the evaluation of the effectiveness of provision for students with SEND
- Commission alternative provision appropriately for SEND students and take responsibility for the education and welfare of SEND students placed in alternative provision

#### **Daily Routines**

- Lead and manage the work of the SEND Team to ensure consistent implementation of school policies and procedures
- Effectively manage and deploy teaching/support staff, financial and physical resources within the SEND area
- Monitor that student files are kept up to date and accurate records are maintained
- Provide leadership through Acts of Worship, assemblies and other events

#### **Climate for Learning**

- Establish and maintain high standards in line with the school's Mission Statement, ethos and expectations
- Ensure the school meets all its statutory and local duties
- Promote teamwork and motivate staff to ensure effective working relations
- Make a positive difference for students with SEND by ensuring barriers to learning are reduced/removed and positive outcomes achieved
- Monitor and support the overall progress and development of students with SEND
- Ensure high expectations, in and outside of the classroom, are clearly communicated to all

#### **Teaching, learning and assessment**

- Lead and support the identification of student needs, including emerging or changing needs
- Make astute decisions on adapting curriculum and teaching based on evidence and insight
- Work with Faculty/Subject Leaders to ensure high quality teaching and learning for SEND students
- Collect and interpret specialist assessment data to rigorously monitor the progress of SEND students and ensure that any barriers to success are swiftly and effectively addressed
- Work effectively on whole school priorities such as literacy and numeracy development
- Work with the strategic lead on assessment, recording and reporting to effectively track the academic progress of students with SEND
- Undertake an appropriate timetable of teaching in accordance with the duties of a teacher
- Ensure all members of staff recognise and fulfil their statutory responsibility to students with SEND

**Managing people and staff development**

- Lead and manage the SEND Team
- Work with Faculty/Subject Leaders to support progress and address barriers to learning
- Work collaboratively and effectively communicate with the Pastoral Inclusion Team to support SEND needs
- Work in partnership with relevant agencies to support SEND needs
- Identify staff training needs and work with SLT to provide for these as appropriate
- Provide support and training to trainees and newly qualified teachers in relation to students with SEND
- Devolve responsibilities and delegate tasks appropriately, recognising and utilising team strengths
- Provide full and regular feedback to team members, through meetings, briefings and minutes
- Provide regular information to the Headteacher and Academy Council on the evaluation of SEND provision
- Contribute to performance appraisal/PDR process and to act as reviewer for a group of staff as directed by the Headteacher

**Manage own performance and development**

- Take responsibility for their own professional development and to keep up to date with research and developments in pedagogy and in the subjects they teach
- Share responsibility for the implementation of school policies and practices
- Set a good example to the students they teach in their presentation and their personal conduct
- Evaluate their own teaching critically and use this to improve their effectiveness

**Effective deployment of staff and resources**

- Advise the Headteacher and Academy Council of priorities for expenditure and deployment of staff, and utilise allocated resources with maximum efficiency
- Maintain and develop resources, co-ordinate their deployment and monitor their effectiveness in meeting the objectives of school priorities
- Oversee the management of the effective and efficient deployment of classroom support
- Take on any additional responsibilities which might from time to time be determined

**Communication**

- Lead, and contribute to, briefings and meetings, Focal Group, and SLT meetings
- Work collaboratively and effectively communicate with the SEND Team and Pastoral Inclusion Team to support SEND needs
- Work with Assistant Headteachers and Deputy Headteachers to manage referrals
- Work with SLT and the Headteacher on suspensions and permanent exclusions

	<ul style="list-style-type: none"> <li>• Ensure SEND student voice opportunities are provided and views are considered</li> <li>• Establish systems to capture SEND parental voice and ensure views are considered</li> <li>• Prepare and present informative reports to parents</li> <li>• Provide opportunities to develop pupils' understanding by relating their learning to real and work-related examples, recognising that learning takes place outside the school context</li> <li>• Liaise, and work in partnership with, agencies responsible for SEND student education and welfare</li> <li>• Ensure SEND celebrations and key events are shared with the wider community</li> <li>• Communicate with relevant stakeholders as appropriate</li> </ul> <p><b>Transition and Destinations</b></p> <ul style="list-style-type: none"> <li>• Analyse school admission, outcomes, choices and destination data to identify strengths and areas for development in terms of transition</li> <li>• Liaise with leaders and internal/external staff to create and implement an effective SEND Transition Programme</li> <li>• Develop effective systems for transferring SEND information</li> <li>• Support with in-year transitions</li> <li>• Promote and market the school to recruit and secure admissions</li> <li>• Contribute to the school's website, prospectus and promotional material</li> <li>• Lead the SEND induction process during the transition</li> <li>• Support the completion of school references and information, including UCAS, college, apprenticeship and in-year applications</li> <li>• Evaluate systems and programmes annually to further develop plans</li> </ul>
OTHER RESPONSIBILITIES	<ul style="list-style-type: none"> <li>• Support and maintain the Catholic ethos of the school as stated in the school Mission Statement</li> <li>• Have a clear knowledge and understanding of legislation to support learning</li> <li>• Know and understand the statutory requirements and implications of the SEND Code of Practice</li> <li>• To undertake senior leadership duties e.g. bus duty (am/pm), break duty, lunchtime duty, on call/walkabouts</li> <li>• To organise and lead school trips, visits and out of school activities as required</li> <li>• Comply with the school's approved policies and procedures</li> <li>• Participate in, and support, the school's performance appraisal/PDR process and attend any relevant training</li> <li>• To undertake any other responsibilities as may reasonably be directed by the Headteacher</li> <li>• <b><i>Be fully aware of and understand the duties and responsibilities with regards to Child Protection and Safeguarding in schools and attend appropriate whole school staff training if and when required.</i></b></li> </ul>
<p><b>VARIATION IN ROLE</b></p> <p>Given the dynamic nature of the role and structure of St. Mary's Menston, it must be accepted that, as the school's work develops and changes, there may be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either</p>	

exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the post holder.

**Signed:**

**Date:**

**Name:**