

JD4

SENDCO-ORDINATOR

Responsible for: Ensuring appropriate provision for pupils with additional educational needs*, and providing professional guidance in order to secure high quality teaching, the effective use of resources to improve standards of achievement for all pupils by leading the Inclusion Team

Consulting with: Heads of Departments
Teaching and Learning Co-ordinators
Heads of Year

Accountable to: Leadership Team, specifically the Assistant Head with responsibility for Inclusion (leadership link)

Line Management responsibility for:
SEND Teachers
Teaching Assistants

ACCOUNTABILITIES OF THE POST

- 1 To ensure that the work of the department and the experience gained by all pupils is in harmony with and contributes to the Catholic Christian ethos of the school, and to the fulfillment of its mission statement.
- 2 To be SENDCO qualified: in the process of completing or wanting to achieve the NASCENCO Award 2018.
- 3 To ensure that procedures are in line with current SEND legislation and recognised good practice and to be the named SENDCO representing the school in official capacities where necessary
- 4 To co-ordinate the day to day operation of the delivery of support for students with additional educational needs
- 5 To meet regularly with the leadership team link
- 6 To contribute to the creation of the school improvement plan
- 7 To report to the Governing Body about the work of the Inclusion Team
- 8 To ensure that all teachers are familiar with approaches for meeting the needs of pupils with SEND needs
- 9 To ensure that effective systems are in place to identify pupils who may require special provision and to contribute to individual education plans as appropriate and to monitor their development and progress
- 10 To ensure that there is effective liaison between schools to ensure continuity in terms of support and progression in learning when SEND pupils transfer.
- 11 To communicate effectively and regularly with parents and outside agencies as appropriate

- 12 To be responsible for the composition and updating of the SEND Register and to map provision for the students
- 13 To co-ordinate support for students through the use of specific SEND teaching, in-class TA support, individual and small-group withdrawal and the involvement of outside agencies
- 14 To co-ordinate support for students requiring examination dispensation and have up-to-date qualifications for assessments.
- 15 To develop and implement systems for monitoring and recording progress made by students with SEND towards the achievement of targets set.
- 16 To collect and interpret specialist diagnostic assessment data gathered on pupils and use it to inform practice.
- 17 To provide information to parents / carers about targets, achievements and progress ensuring that they understand the targets set for their children and their contribution to helping their children achieve them, and feel fully involved as partners in the education process.
- 18 To support, guide and if required mentor colleagues particularly in disseminating examples of effective practice in relation to SEND students, liaising with the Assistant Head (Teaching and Learning).
- 19 To ensure that teaching assistants and other associate staff understand their role in relation to SEND students, and work collaboratively with colleagues, parents / carers and outside agencies as appropriate
- 20 To appraise the work of associate staff and support their continuing professional development
- 21 To analyse and interpret relevant national, local and school data plus research and inspection evidence to inform the work of the Inclusion Team
- 22 To establish staff and resource requirements to meet the needs of SEND students. To advise the leadership link of likely priorities for expenditure, and allocate resources with maximum efficiency to meet the objectives of the school and SEND policies, and to achieve value for money.
- 23 To manage PEPs, Annual Reviews and Early Help Plans.
- 24 To apply for EHCPs.
- 25 To update Local Offer policies and procedures in line with SEND legislation.
- 26 Line manage a team of HLTA / TAs / Learning Mentors / CLA Mentor / Admin Team.
- 27 To implement a SEND Induction Programme for all new staff.
- 28 To attend Child Protection Conferences, if and when required.

** SEND includes students with special educational needs, behavioral and emotional difficulties, social and communication difficulties, students with English as an additional language, gifted and talented students, acute medical and pastoral needs short or long term.*