

Bowlee Park Community Primary School – Job Description

Post: Special Educational Needs and Disabilities Coordinator **Pay scale: Main scale / TLR 2b**

The post holder is responsible to the Head Teacher/DHT

Job purpose

- To take overall responsibility for the effective management of children with Special Educational Needs and/or Disabilities.
- To deliver effective and efficient support, advice and training to colleagues and facilitate inclusive education.
- To ensure effective systems are in place to identify pupils with Special Educational Needs and/or Disabilities.
- To ensure effective management systems are in place, including deployment of staff and monitoring.
- To take overall responsibility for the effective management of children who are looked after.
- To be an active member of the Leadership Team.

Professional Duties

The Professional duties of teachers are set out in the School Teachers Pay & Conditions Document and describe the duties required of all teachers. In addition, the specific requirements of the post of SENDCo are set out below:

Leading Learning and Teaching:

- To manage and oversee all additional support given to children with Special Educational Needs and/or Disabilities.
- To ensure that the special educational needs of individual children are met within an inclusive environment that allows them access to the National Curriculum in accordance with the provisions of the Special Educational Needs Code of Practice and Disability Discrimination Act.
- Set up systems for identifying, assessing and reviewing special educational needs and maintain an up to date provision map;
- To lead and monitor the implementation of the graduated approach, ensuring high-quality Assess-Plan-Do-Review processes across the school.
- To promote and monitor high-quality inclusive classroom practice and Quality First Teaching for all pupils.
- To work within classrooms, supporting teachers and support staff to develop teaching strategies, approaches, specialist materials and resources to support pupils with additional needs.
- Set targets for raising achievement among pupils with special educational needs;
- To regularly liaise with school staff and other agencies to advise on specific strategies and specialist equipment for individual pupils.
- To assess, report on and recommend access arrangements in tests and examinations as appropriate to pupils' individual needs.
- To monitor and evaluate pupil progress and report to the Headteacher and Governing Body.
- To organise annual reviews for all pupils with Education Health Care Plans.
- To organise termly reviews and coordinate support for pupils on with Education Health Care Plans and children at SEND support level.
- Ensure that parents are well informed about the curriculum, targets, individual pupils' progress and achievement;
- To liaise with and consult professional colleagues.
- To play a key role in determining the strategic development of the SEN policy and provision in the school in order to raise the achievement of children with Special Educational Needs and/or Disabilities.
- To collaborate with Subject Leaders to ensure learning for all children is given equal priority.

- To establish and maintain professional relationships with schools, other services or agencies, parents and pupils to develop and sustain effective teaching and learning strategies for pupils with Special Educational Needs and/or Disabilities
- To contribute to the school's wider inclusion strategy, ensuring vulnerable learners are supported to achieve positive outcomes
- To contribute to self-evaluation, development planning and preparation for external inspection in relation to SEND and inclusion

Own Teaching and Assessment:

- To act as a role model of good classroom practice for other teachers, modelling effective strategies with them.
- To carry out detailed assessments, monitoring, specialist teaching and programme planning for identified pupils.
- To use specialist teaching skills with pupils on a 1:1 and small group basis as agreed with SLT.

Training, Research and Development:

- To maintain professional awareness of current research and thinking on good practice in the education of children with Special Educational Needs and/or Disabilities.
- To maintain a professional awareness of the published resources available for use with pupils.
- To manage the performance of teaching assistants working with pupils with SEND to help them further develop their roles within the classroom to best support children with Special Educational Needs and/or Disabilities.
- plan and deliver training for colleagues to promote inclusive practices and to aid the effective teaching of pupils with Special Educational Needs and/or Disabilities.
- To support trainee teachers and ECTs in the development of their knowledge and skills related to children with Special Educational Needs and/or Disabilities.
- To contribute to the development and production of specialist resources for use with pupils with additional needs.

Administration, Organisation and Management:

- To maintain and oversee the school's SEND Register, ensuring accurate and timely recording of pupils' needs and provision.
- To line manage staff supporting children with SEND, as directed by SLT
- To be the team leader for staff supporting children with SEND.
- To coordinate the activities of visiting professionals.
- To manage the SEND budget in consultation with the Headteacher and the Business Manager.
- To organise the purchase, storage and management of resources.
- To lead the process of applying for Statutory Assessment of pupils Education Health Care Plans.
- To produce records and reports as requested by the Headteacher or the Governing Body.
- To monitor and maintain records of teaching, meetings, planning and pupil progress.
- To lead meetings which relate to Special Educational Needs and/or Disabilities.
- To assist with recruitment, appointment and induction of new members of staff.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people, and expects all its staff and volunteers to share this commitment.