



SEND Co-ordinator – Job Description

Job Title	SEND Co-ordinator
Salary and grade:	Main scale + SEN allowance
School:	Leominster Primary School
Line Manager:	The Headteachers (for inclusion) and the Governing Body of the School
Supervisory responsibility:	Supervision of the work of classroom assistants

Main purpose of the job:

- To work closely with the Headteachers, Senior Management Team and colleagues in the strategic development of the school's SEN policy.
- Oversee the day-to-day operation of the SEN policy with the aim of raising standards of pupils with special educational needs and disabilities.
- Deliver or oversee small group support and interventions to support pupils and raise achievement.
- Lead and manage the SEN team with the aim of raising standards of pupils with SEN and disabilities.
- To lead, manage, develop and maintain high quality SEND provision which enables quality teaching, excellent learning outcomes and success for all pupils.

Duties and responsibilities

All teachers are required to carry out the duties of a school-teacher as set out in the current School Teachers Pay and Conditions document. At this school the following areas have been highlighted as being of particular importance.

Strategic Direction of SEN provision in the School

- Exercise a key role in assisting the Headteachers and Governors with the strategic development of SEN policy/provision.
- Support all staff in understanding the needs of SEN pupils and ensure the objectives to develop SEN are reflected in the school improvement plan.

- Establish targets and monitor progress against objectives and targets for pupils with SEN, evaluate the effectiveness of teaching and learning by work analysis and observations and use these analyses to guide future improvements, including devising and developing PCEPS to ensure all needs are met, monitored and reviewed.
- Analyse and interpret relevant school, local and national data and advise the Headteachers on the level of resources required to maximise achievement.
- Liaise with staff, parents, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of provision.

Teaching and Learning

- Work with the Headteachers and staff to develop effective ways of bridging barriers to learning through assessment of needs, target setting, developing a recording system for progress.
- Support teachers and learning support staff in the identification of the most effective teaching approaches for pupils with SEN; support planning of teachers.
- Monitor teaching and learning activities to meet the needs of pupils with SEN.
- Deliver or oversee small group support and interventions to pupils with SEN.
- Liaise with other schools to ensure continuity of support and learning when transferring pupils with SEN.
- Lead and manage the SEN team, including providing direction and monitoring effectiveness.

Leadership and Management

- Develop partnerships with parents to ensure that their views are considered and acted upon appropriately.
- Provide professional guidance to staff to secure good teaching for SEN pupils, through both written guidance, modelling teaching, coaching and mentoring and planning support.
- Provide training opportunities for learning support staff and teachers to learn about SEN.
- Disseminate good practice in SEN across the school.
- Identify resources needed to meet the needs of pupils with SEN; advise the leadership team of priorities for expenditure and manage the SEN budget ensure resources are used efficiently, effectively and safely.
- Attend Pupil Progress meetings.
- Hold regular meetings with the SEN teacher and learning support assistants, including identified training needs to ensure professional development of all staff.
- Develop links with other professionals, agencies, governors and neighbouring schools.
- Play a key role in maintaining the school provision map.
- Lead the performance management process of SEN teachers and learning support assistants.
- Support all staff in understanding the needs of SEND pupils.

Recording and Assessment

- Set targets for raising achievement among pupils with SEN.
- Collect and interpret specialist assessment data.
- Set up systems for identifying, assessing and reviewing SEN.

- Update the Headteachers and governing body on the effectiveness of provision for pupils with SEN.
- Develop understanding of learning needs and the importance of raising achievement among pupils.
- Keep parents and carers informed about their child's progress.
- To keep all aspects of paperwork, including records and policies, updated and actioned as appropriate.

Professional development

- Participate fully with arrangements made in accordance with the revised Performance Management Regulations 2006.
- Attend staff training sessions.
- Keep up to date with relevant developments in the area of SEN to ensure these are reflected in the school policies and procedures.
- Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and wellbeing, refining your approaches where necessary.
- Be responsible for your own continuous professional development and participate fully in training and development opportunities identified by the school or as developed as an outcome of your performance management.
- Show commitment to the school, its inclusive vision, ethos and equal opportunities for all in the school community, opposing strongly any form of discrimination.
- Undertake any professional duties commensurate with the grade of the post, reasonably delegated to them by the headteachers.

Note

This job description is not your contract of employment nor any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.