

Laburnum Primary School
Special Educational Needs & Disability Co-Ordinator
Job Description



Job Title	Special Educational Needs & Disability Co-ordinator
Responsible to	The Headteacher / Deputy Headteacher, Governing Body
Pay Scale	MPR / UPR
Purpose of Job	The SENDCO, with the support of the Head of School and Governing body, takes responsibility for the day-to-day operation of provision made by the school for pupils with SEND and provides professional guidance in the area of SEND in order to secure high quality teaching and the effective use of resources to bring about improved standards of achievement of all pupils. The range of responsibilities delegated to the SENDCO with regard to provision and coordination is outlined below. It is expected that all legal and statutory requirements are met for children with SEND via the SENDCO.
General Duties	To take responsibility for the education and welfare of a designated class of children in accordance with the current School Teachers' Pay and Conditions document. Having due regard to the requirements of the National Curriculum and school policies and fulfilling the standards set out for teachers.

Responsibilities

- To support and promote the school's ethos, aims and core values in order to promote the welfare, progress and continued development of the school and its children.
- To ensure high standards of teaching and learning, behaviour, attendance and punctuality from pupils, in accordance with agreed school policy and practice.
- To track pupil progress carefully by interacting with assessment data to impact on achievement.
- To share corporate responsibility for the safeguarding, wellbeing and discipline of all pupils by implementing agreed school policies.
- To participate in Appraisal objective setting and review meetings as required.
- To supervise the work and have on-going professional dialogue with Learning Support Assistants.
- To liaise with parents, providing them with regular updates on their child's learning and progress.
- To liaise with other staff and outside agencies as and when necessary.
- To help organise school wide initiatives as required.
- To take part in directed hours activities.

Key responsibilities and duties of a SENDCO

- 1. To set high expectations and promote high standards of pastoral, social and educational development across the school.**
- 2. To lead, co-ordinate and manage the effective provision for children with special needs across the school.**
- 3. To have a significant impact on teaching and learning.**
- 4. To have a significant impact on the educational progress of pupils with SEND across the school.**
- 5. To monitor and review impact and identify areas for development across the school.**

1. To set high expectations and promote the highest possible standards of pastoral, social and educational development across the school.

- Contribute towards a climate which enables all staff to feel valued, included and to develop and maintain confidence in teaching.
- To be a positive role model by living out and promoting our school aims and values.
- Maintain and monitor levels of good behaviour and ensure that appropriate support or intervention is introduced as needed. Ensure the school behaviour policy is adhered to.
- Establish and model effective working relationships with pupils, colleagues and parents.
- Support children's pastoral (including behavioural and / or emotional) and social development needs.

2. To lead, co-ordinate and manage the effective provision for children with special needs across the school.

- Encourage all members of staff to recognise and fulfil their statutory responsibilities to pupils with SEND.
- Provide training opportunities for teaching assistants and other teachers to learn about SEND.
- Disseminate good practice in SEND across the school.
- Identify resources needed to meet the needs of pupils with SEND and advise the Headteacher of priorities for expenditure.
- Have clear expectations of staff working within the team; providing mutual support, sharing responsibilities, delegating tasks as appropriate, evaluating practice and ensuring accountability

3. To have a significant impact on teaching and learning.

- Influence the teaching and learning of staff to promote aspects of inclusive teaching.
- Leading INSET regularly and where appropriate this may include chairing or being part of a working party.
- Providing opportunities for observation of colleagues/visits to other schools in order to share best practice.
- Encourage pupil's motivation and enthusiasm and develop positive responses to challenge.
- Act as a role model of high-quality teaching and learning for colleagues, modelling effective strategies, and disseminating examples of outstanding practice.
- To work with SLT and appropriate staff to plan effective interventions across the school that impact on pupil progress.
- Ensure that teachers are aware of the needs of inclusion for all pupils and groups and make provision for this in their planning.
- Monitor pupil's work to check for appropriateness of content, progression, expectation, continuity between years, consistency of marking, achievement and standards of presentation.
- Work with the SLT to ensure high standards of teaching and learning to provide constructive and developmental feedback regularly.
- Identify and adopt the most effective teaching approaches for pupils with SEND.
- Monitor teaching and learning activities to meet the needs of pupils with SEND.
- Liaise with other schools / nurseries to ensure continuity of support and learning when transferring pupils with SEND.

4. To have a significant impact on the educational progress of pupils with SEND across the school.

- Monitor and review systems for identifying, assessing and reviewing SEND.
- Monitor and evaluate assessment data; lead SSP meetings where appropriate ensuring challenging targets are set and reported back regularly to SLT.
- Collect and interpret specialist assessment data.
- Have a clear understanding of key trends in pupil data and areas for improvement. Ensure strategies and resources are in place to enable these priorities to be met.
- Support teachers in setting targets for raising achievement among pupils with SEND.
- Review SSPs and learning support plans with parents, pupils and teachers, agreeing and communicating new targets.
- Oversee and monitor the quality of SSPs and other learning support plans and maintain detailed information for subsequent meetings with parents.
- Lead, support and monitor the effective implementation of intervention strategies used to address identified issues.

5. To monitor and review impact and identify areas for development across the school.

- Evaluate and report regularly to SLT on the effectiveness of practice; suggesting areas and issues for further improvement.
- To produce an annual action plan and co-ordinate strategies to fulfil the identified improvement priorities.
- Update the Headteacher and Governing Body on the effectiveness of provision for pupils with SEND.

- Use financial resources and staff management innovatively and effectively to maximise the effectiveness of teaching and learning.
- Monitor resources; identifying future requirements to ensure 'best value.'

Upper Pay Scale Teachers

Teachers on the Upper Pay Scale can be expected to make a significant and sustained impact to whole school development in line with the statutory requirement to meet threshold standards.

In particular, teachers will:

- Provide a role model for professional practice in the school.
- Make a distinctive contribution compared with other teachers.
- Contribute effectively to the wider team

This job description may be amended at any time, according to the changing priorities of the school as identified within the school's strategic plan and in consultation with the post holder.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Name:
Signed:
Date: