



**HALL GREEN SCHOOL
JOB DESCRIPTION**

POST: SPECIAL EDUCATIONAL NEEDS & DISABILITIES CO-ORDINATOR (SENDCo)

Post Title:	Special Educational Needs & Disabilities Co-ordinator (SENDCo)
Purpose:	To lead and manage the SEND provision
Reporting to:	Assistant Headteacher (Inclusion)
Line manage:	Assistant Administrator to the SENDCo, Teaching Assistants
Core tasks and responsibilities (in addition to those of a classroom teacher):	
<p>The SENDCo, with the support of the Assistant Headteacher, will be responsible for the day-to-day operation of the SEND policy and co-ordination of specific provision to support individual pupils with SEND and to provide professional guidance in the area of SEND in order to secure quality first teaching, meeting the pupils' pastoral and academic needs, and the effective use of resources to bring about improved standards of achievement of pupils with SEND.</p>	
Main Responsibilities	<ul style="list-style-type: none"> • Working with the Assistant Headteacher (Inclusion), determine the strategic direction and development of SEND policy and provision in the school. • Lead the LINC Department and to be instrumental in planning for continual improvement and to lead on the evaluation of the work of the department. • Ensure the school complies with the legal requirements for SEND as outlined in the SEND Code of Practice. • Monitor and review the quality of SEND provision. • Make sure the SEND policy is put into practice. • Maintain up-to-date knowledge of national and local initiatives that may affect the school's policy and practice. • Ensuring high quality teaching and learning for SEND pupils. • Working with the Pastoral and Welfare teams, ensuring the pastoral needs of pupils with SEND are met. • Leading and managing staff, providing professional guidance to colleagues. • Be a key point of contact for parents/carers and external agencies. • Ensure efficient and effective deployment of staff and resources. • Promote the school's inclusive approach. • Ensure all relevant policies and information documents are published according to timelines. • To contribute to the implementation of the safety regulations in accordance with the Health and Safety at Work Act 1974 and other DFE guidelines.
Strategic direction of SEND provision	<ul style="list-style-type: none"> • Ensure effective use of funding including its use and suggesting changes to make use of funding more effective. • Ensure effective systems of communication, including feedback about pupils' learning to inform future planning. • Monitoring the quality of SEND support by establishing effective systems to identify and meet the needs of pupils, whilst ensuring that the systems are coordinated, evaluated and regularly reviewed. • Liaise with and coordinate the contribution of external agencies. • Maintain an accurate SEND register and provision map. • Ensure records are maintained and up to date.

	<ul style="list-style-type: none"> • Ensure an effective referral system is in place to support the diagnosis of SEND.
Progress and Achievement of Students	<ul style="list-style-type: none"> • To monitor the progress of pupils with SEND and to follow up the data reviews, liaising with the pastoral, welfare, and raising achievement teams when appropriate. • Secure relevant services for pupils. • Co-ordinate effective interventions for pupils with SEND to support outstanding progress. • Ensure statutory responsibilities for EHCPs and their Annual Review are met. • Ensure pupil profiles are in place, kept up to date, and communicated to relevant staff. • To work with other middle leaders to ensure the needs of pupils with SEND are met across the curriculum. • To liaise with feeder schools to ensure a smooth transition. • To liaise with external agencies such as Exam Boards, Educational Psychologist, Alternative Education providers etc. • To work with the Senior Teaching Assistant to ensure the effective application for and of special arrangements in external examinations in conjunction with the Examinations Officer. • To equip pupils with the necessary academic knowledge, personal development, and social skills they need to thrive in the next phase of their education and in life.
Teaching and learning	<ul style="list-style-type: none"> • To develop and maintain policies and practices across the school that promote inclusion and high achievement through effective teaching, learning and assessment. • Create and maintain a culture and ethos that demands high ambition for the academic and pastoral needs of pupils with SEND. • In liaison with middle leaders, ensure appropriate adaptations are made within the curriculum and teaching and learning to meet the needs of pupils with SEND. • Identify and implement appropriate assistive technologies to support pupils with SEND, ensuring they have access to tools that enhance learning, communication, and independence. • Leading INSET where appropriate. • Providing opportunities for observation of colleagues/visits to other schools in order to share best practice.
Leadership and Management	<ul style="list-style-type: none"> • Be the direct line manager for the roles named above. • To promote an atmosphere of continuing professional development and to share good practice with colleagues. • To appraise all departmental colleagues on an annual basis through the school's appraisal process. • Make recommendations on pay progression where appropriate. • Encourage all staff to recognise and fulfil their statutory responsibilities. • Identifying the training needs of staff and organising/coordinating INSET to be delivered by other professionals.
Efficient and effective deployment of staff and resources	<ul style="list-style-type: none"> • Manage the annual department budget. • Provide advice to the Assistant Headteacher relating to resource requirements, the deployment of staff, and timetabling in relation to the support of SEND. • Organise and coordinate the work of colleagues to ensure appropriate deployment of learning resources. • Maintain existing resources and explore opportunities to develop or incorporate new resources from the wide range available within and externally to the school.

	<ul style="list-style-type: none"> • Organise and manage the duty rota of the Teaching Assistants.
Ethos and Culture	<ul style="list-style-type: none"> • To provide leadership in promoting an ethos and culture within the department that is in line with achieving the aims of the school. • To facilitate, within the LINC team, behaviours that support and contribute towards developing the values of the school.
General	<ul style="list-style-type: none"> • Take responsibility for promoting and safeguarding the welfare and protection of children and young people within the school. • Working to and within school policies and procedures, including safeguarding, child protection and health and safety. • Taking care of own and other people's health and safety.
<p>The principal responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's grade and whenever reasonably instructed.</p> <p>The post holder will be subject to appraisal objectives which will be agreed and reviewed annually.</p> <p>The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being proposed. This review will be carried out in consultation with the post-holder before any changes are implemented.</p> <p>The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p>	