

Special Educational Needs and Disability Coordinator Job Description

Employment Details

Name:

Report to: The Principal

Job Purpose:

- To lead, manage, develop, and maintain high quality SEND provision which enables quality teaching, excellent learning outcomes and success for all pupils.
- To be responsible for the day-to-day operation of the SEND policy.
- To co-ordinate provision and monitor outcomes and expenditure relating to pupils in receipt of SEND high needs funding.
- To keep all aspects of SEND paperwork, including records and policies up-to-date and actioned.

General Responsibilities:

- Undertake any professional duties commensurate with the grade of the post, reasonably delegated to by the Principal.
- Show commitment to The Free School Norwich ethos of opportunity for all, opposing strongly any form of discrimination.
- Attend and participate in relevant training sharing the knowledge and ideas gained with colleagues.

Main Duties: Strategic Direction and Development of SEND Provision

- Contribute to a positive ethos in which all pupils have access to a broad, balanced and relevant curriculum.
- Support all staff in understanding the needs of SEND pupils.
- Ensure SEND local offer is current and publicised for all stakeholders on an annual basis.
- Ensure SEND Policy is reviewed, reflects current practice and is publicised for all stakeholders on an annual basis.
- Devise and promote plans to ensure the needs of pupils with SEND are met and that they are reflected in the school improvement plan.

- Regularly monitor progress against targets for pupils with SEND from teachers' plans, evaluate the effectiveness of teaching and learning by work analysis and use these analyses to guide future improvements.
- Analyse and interpret relevant school, local and national information relating to pupils with SEND and advise the Headteacher 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 educational provision for pupils with SEND.
- Develop partnerships with parents to ensure that their views are considered and acted upon appropriately.
- Ensure that pupils with SEND are enabled to share their views and that these are acted upon appropriately.
- Ensure all appropriate funding streams are accessed to support pupils with SEND.
- Be a key point of contact with external agencies, especially the local authority and its support services.
- If required, chair annual reviews, case conferences and meetings effectively.
- Attend Local Authority SEND meetings on behalf of the Principal as directed.

Main Duties: Teaching and Learning

- Support the identification of and disseminate the most effective teaching approaches for pupils with SEND.
- Collect and interpret specialist assessment data on SEND to inform practice.
- Work with pupils, class teacher and senior leaders to ensure realistic and challenging expectations of pupils with SEND.
- Monitor the use of resources, teaching activities and target setting and develop and maintain a recording system for progress of pupils with SEND.

Main Duties: Leading and Managing Staff

- Achieve constructive working relationships and establish opportunities for the SENCO, support assistants and other teachers to review the needs, progress and targets of pupils with SEND.
- Provide regular information to the Senior Leadership Team (SLT) and governors on the effectiveness of SEND provision and outcomes.
- Work with the Principal and school governors to ensure that the school meets its responsibilities under the Equality Act 2010 with regard to reasonable adjustments and access arrangements.
- Advise on the graduated approach to providing SEND support.

- Advise and contribute to all aspects of SEND training to ensure the professional development of staff.
- Liaise with relevant teachers where a looked after pupil in the school has SEND.

Main Duties: Parents and the Community

- Play a full part in the life of the school community.
- Work with parents and families who have a child with SEND offering support and guidance.
- Liaise with EYFS providers, other schools, educational psychologists, health and social care professionals and independent voluntary bodies.
- Encourage parents to participate in the life of the school in a variety of ways.

Main Duties: Managing Own Performance and Development

- Demonstrate resilience and resourcefulness.
- Maintain own wider professional network.
- Take responsibility for own professional development.
- Participate in the school's appraisal and professional development scheme, ensuring that objectives are set and met within the agreed time-scale.
- Think creatively and imaginatively to anticipate and solve problems and identify opportunities.

Main Duties: Managing Resources

- Identify appropriate resources to promote and support the achievements of SEND children and ensure they are used efficiently, effectively and safely.
- Advise on the deployment of the school's delegated budget and other resources to meet pupils' needs effectively.
- Oversee and monitor appropriate budget allocations in liaison with the Principal.
- Securing funding to meet the needs of pupils.

Note: This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.

Signed: _____ (Employee)

Signed: _____ (Principal)