



SEVENOAKS PRIMARY SCHOOL

JOB DESCRIPTION

Post Held: **Special Needs Coordinator**

To whom responsible: Head Teacher

Date of Appointment:

Name:

Job Purpose

To work closely with the Head Teacher and the operational team in the strategic development of the School's Special Educational Needs (SEN) policy and to oversee the day-to-day operation of that policy with the aim of raising SEND achievement and promoting inclusion.

Areas of Responsibility and Key Tasks

a) Strategic Direction and Development of SEND Provision in the School (with the support of, and under the direction of, the Head and Leadership Team)

- Exercise a key role in assisting the Head Teacher and Governors with the strategic development of SEND provision
- Support all staff in understanding the needs of SEND pupils and ensure the objectives to develop SEND are reflected in the school improvement plan
- Monitor progress of objectives and targets for pupils with SEND from teachers' plans and provision maps, 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 data and advise the Head Teacher on the level of resources required to maximise achievement
- Active involvement in the pupil progress meetings. Support with the analysis of assessment data related to progress for all vulnerable groups. Offer suggestions and advice for accelerated progress for the identified pupils
- Liaise with staff, parents, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of provision
- Responsibility for overseeing the High Needs Funding applications.
- Maintain and develop the standards for the Inclusion Quality Mark and BPTA Awards

b) Teaching & Learning

- Support the identification of and disseminate the most effective teaching approaches for pupils with SEND
- Work with Head Teacher and staff to develop effective ways of bridging barriers to learning through:
 - assessment of needs
 - monitoring of teaching quality and pupil achievement
 - monitoring effectiveness and impact of support staff
 - target setting, including the production of individual plans and supporting teachers with the production of provision maps
 - maintaining a recording system for progress
- Collect, interpret and share specialist assessment data to inform practice
- Undertake day-to-day co-ordination of SEND pupils' provisions through close liaison with staff, parents and external agencies
- Work with Head Teacher, teachers and key stage managers to ensure all pupils' learning is of equal importance and that there are realistic expectations of pupils
- Consider the range of teaching strategies/equipment that could be utilised for SEND pupils. Model effective interventions and strategies as needed
- Ensure pupils with SEND have access to a broad and balanced curriculum

c) Leading and Managing

- Provide professional guidance to staff to secure good teaching for SEND, through both written guidance, training and meetings
- Contribute to the performance management process as a team leader
- Advise on and contribute to the professional development of staff, including whole school INSET provision
- Provide regular information to the Head Teacher and governing body on the evaluation of SEND provision.

d) Effective Deployment of Staff and Resources

- Advise the Head Teacher and governing body on priorities for expenditure and deployment of staff, and to utilise resources with maximum efficiency
- Maintain and develop resources, co-ordinate their deployment and monitor their effectiveness in meeting the objectives of school and SEN policies
- Manage and oversee the referrals and deployment of the Wellbeing Team comprised of Specialist TAs and Wellbeing Lead. Work with other school leaders to coordinate the deployment of additional staff e.g. Councillor.

e) Other Professional Requirements

- Co-ordinate all Annual/In-School Reviews and attend/chair when necessary
- Assistant Designated Safeguarding Lead
- Liaise with other external agencies. Engagement with the LIFT process, manage our annual allocation Agreement with the Educational Psychologist, making referrals to Health and Educational external agencies to access appropriate support e.g. Community Paediatrician, Speech and Language, etc.
- Supporting behaviour management and upholding the school behaviour policy.