

## Job Description – SEND Co-ordinator

Post title	SEND Co-ordinator
Salary	TLR 2A
Purpose	<ul style="list-style-type: none"> <li>• To ensure the provision of SEND/Learning Support is in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school.</li> <li>• To lead, manage and develop the Learning Support area.</li> <li>• To effectively co-ordinate the work of all staff in the Learning Support area and the work of external agencies in order to ensure students referred to Learning Support are supported to access the curriculum successfully.</li> <li>• To organise and co-ordinate multi-agency meetings to monitor, evaluate and review agreed strategies and targets for improvement.</li> <li>• To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential</li> </ul>
Reporting to	Assistant Head – Personal Development, Behaviour and Learning
Responsible for:	<p>To carry out all duties, responsibilities and accountabilities in accordance with school Policies and Procedures and Statutory Requirements</p> <p><b><i>This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment</i></b></p>
Liaising with	Headteacher, Senior Leadership Team, Heads of Year/House, Learning Support staff and relevant staff with cross-school responsibilities, relevant non-teaching support staff, parents and Governors and other stakeholders
Disclosure level	Enhanced DBS
Operational /Attendance and punctuality:	<ul style="list-style-type: none"> <li>• To undertake day-to-day responsibility for the provision made for individual children with SEN, working closely with staff, parents and carers, and other agencies</li> <li>• To undertake day-to-day responsibility for the provision made for individual children with disabilities – particularly those with Social, Emotional and Mental health conditions, working closely with staff, parents and carers, and other agencies</li> <li>• To ensure SEN files, copies of letters are proof read and are held centrally in the Learning Support Area.</li> <li>• To assist the administrative work of Learning Mentors and other members of the Learning Support Department as requested by Senior Leadership Team.</li> <li>• To undertake day-to-day management, control and operation of Learning Support provision within the School, including effective deployment of staff and physical resources and liaison with external agencies to support progress towards targets.</li> <li>• To lead colleagues to formulate aims, objectives and strategic plans for the Learning Support Area which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the School.</li> <li>• To arrange details for the access arrangements for internal and external examinations.</li> <li>• To support to ensure that Health and Safety policies and practices, including risk assessments, throughout the area are in-line with national requirements and are updated where necessary, therefore liaising with the School’s Health and Safety Manager.</li> </ul>
AEN provision	<ul style="list-style-type: none"> <li>• To ensure the delivery of an appropriate, comprehensive, high quality and cost-effective SEND support programme which complements the School Improvement Plan.</li> <li>• To ensure that students who may require an EHC or additional support are taken through the process of assessment effectively and efficiently.</li> </ul>
Staff Development:	<ul style="list-style-type: none"> <li>• To organise the efficient and effective deployment of the Learning Mentors.</li> <li>• To undertake an interview process for Learning Support posts when required and to ensure effective induction of new staff within the area.</li> </ul>

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Recruitment & Deployment of Staff	<ul style="list-style-type: none"> <li>To promote teamwork and to motivate staff to ensure effective working relations.</li> </ul>
Quality Assurance	<ul style="list-style-type: none"> <li>To establish the process of setting targets within the Learning Support Centre and to work towards their achievement.</li> <li>To establish common standards of practice within the area and develop effective identification and support strategies within the area.</li> <li>To monitor and evaluate the SEND area in line with agreed School procedures including evaluation against quality standards and performance criteria.</li> <li>To seek/implement modification and improvement where required.</li> <li>To ensure that the area's quality procedures meet the requirements of Self-evaluation and the Strategic Plan.</li> </ul>
Communications	<ul style="list-style-type: none"> <li>To support members of the Learning Support Centre and ensure they are familiar with its aims and objectives.</li> <li>To ensure Learning Support panel meetings, PSP meetings and meetings to review IEPs are organised, that the appropriate adults attend and that students and carers if not attending are kept informed of the process.</li> <li>To attend all appropriate meetings.</li> <li>To communicate effectively with all external agencies including possible alternative providers e.g. LIFT, Special schools, LEA and other external agencies.</li> </ul>
Pastoral System	<ul style="list-style-type: none"> <li>To monitor and support the overall progress and development of students on the SEND register.</li> <li>To monitor student attendance together with students' progress and performance in relation to targets set for each individual on the Learning Support/AEN register; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.</li> <li>To deal efficiently and effectively with referrals from Departments.</li> <li>To communicate as appropriate, with the parents of students and with persons or bodies outside the School concerned with the welfare of individual students, after consultation with the appropriate staff.</li> </ul>
Other duties:	<ul style="list-style-type: none"> <li>To continue personal development as agreed at appraisal.</li> <li>To engage actively in the performance review process.</li> <li>To promote actively the School's corporate policies.</li> <li>To comply with the School's Health and Safety policy and undertake risk assessments as appropriate.</li> <li>To show a record of excellent attendance and punctuality.</li> </ul>
School Ethos	<ul style="list-style-type: none"> <li>Undertake whole School duties as outlined in responsibilities agreed each year.</li> <li>To promote equal opportunities and celebrate diversity in all aspects of the School.</li> <li>To play a full part in the life of the School community, to support its distinctive aim and ethos and to encourage staff and students to follow this example</li> </ul>
<p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p> <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p> <p>The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p> <p>Following consultation with you this Job description may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.</p>	