



Special Educational Needs Co-ordinator for Trust schools

JOB DESCRIPTION

Post Held: Special Educational Needs Coordinator

To whom responsible: Trust Lead SENCo

Post type: Permanent Part time 0.6

Salary: UPS + TLR for experienced candidate

Start date: September 2019

Job Purpose

To work closely with head teachers and the Trust lead Senco in the strategic development of SEN practice across the Trust and to support schools in their day-to-day aim of raising SEND achievement.

Areas of Responsibility and Key Tasks

1. Strategic Direction and Development of SEND Provision across Trust Schools (with the support of the Lead Senco and Heads of School)

- Exercise a key role in assisting the Heads and Lead Senco 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 individual school improvement plans
- Monitor progress of objectives and targets for pupils with SEND from teachers' plans and provision maps, evaluate the effectiveness of teaching and learning by observation and work analysis and use these analyses to guide future improvements
- Analyse and interpret relevant school, local and national data and advise 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 co-ordinating any High Needs Funding and Education Health Care Plan applications.

2. Teaching & Learning

- Support the identification of and disseminate the most effective teaching approaches for pupils with SEND
- Work with Heads of School and staff to develop effective ways of bridging barriers to learning through:

- assessment of needs - monitoring of teaching quality and pupil achievement
 - target setting, including the production of individual plans and the production of provision maps
 - developing a recording system for progress
- Collect and interpret 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 Heads of Schools, teachers, and support staff 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.

Leading and Managing

- Provide professional guidance to staff to secure good teaching for SEND, through both written guidance and meetings
- Advise on and contribute to the professional development of staff, including whole school INSET provision
- Provide regular information to the Heads of School and governing body on the evaluation of SEND provision across the schools you are working in.

Effective Deployment of Staff and Resources

- Advise the Heads of Schools 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

Other Professional Requirements

- Co-ordinate all Annual/In-School Reviews and chair when necessary
- Assistant Designated Safeguarding Lead
- Liaise with other external agencies. Engagement with the LIFT process, manage Service Level Agreement with the Educational Psychologist and Speech and Language Therapist, 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.

This job description will be reviewed annually to ensure it reflects the requirements of the role.