

St John Payne Catholic School

JOB DESCRIPTION

Post: Special Educational Needs Coordinator (SENDCO)

Allowance: TLR1A

Responsible to: The Headteacher

Line Managed by: Assistant Headteacher

The current 'School Teachers' Pay and Conditions of Employment' document specifies the general professional duties of school teachers.

All teachers are reminded of the School Mission EHCP from which the Self Evaluation (SEF), the School Development Plan and, in turn, Job Descriptions derive. In this connection all teachers are employed by the Governing Body and must have due regard to the Roman Catholic character of the school and must not do anything in any way detrimental to the interest of the same as outlined in the 'Contract of Employment'.

Every member of staff has an obligation to work in a safe and responsible manner and to comply fully with all codes of practice, safety instructions and procedures as set out in the school health and safety manual - copy of which is lodged with each department or support area in the school. Every member of staff must work in a manner that avoids exposing others to risk. Every member of staff must inform the Health and Safety Officer in writing if health and safety standards are felt to be inadequate in the work place.

Every member of the staff must work in a manner that underpins the 'Every Child Matters' recommendations, namely: That young people in our care; be healthy; enjoy and achieve; stay safe; make a positive contribution and achieve economic well-being.

Carry out any other duties that may be reasonably requested by the Headteacher.

Primary Purpose Special Educational Needs Coordinator (SENDCO)

- To provide leadership and management for Special Educational Needs (SEND) to promote excellent teaching so all pupils achieve their potential within an atmosphere in which they feel challenged, valued and secure.
- To assist the Governing Body, Headteacher and the SLT in the overall management and development of the school.
- To be responsible for the overall development of the work of the department, its pupils and staff, and for the efficient management of all physical and financial resources.

Specific Duties

- To lead and manage the day-to-day operation of the SEND provision; particularly the identification, assessment and subsequent support offered to pupils.
- To maintain the SEND register and implement the procedures required by the current Code of Practice.
- To provide all appropriate staff with the EHCPs of Need and the SEND policy.
- To ensure that staff refer pupils in need of assessment regarding possible special educational provision to the SEND Department.

- To create, maintain and distribute EHCPs for all pupils with Special Educational Needs at appropriate intervals, and to use EHCPs to evaluate the effectiveness of teaching and learning.
- To liaise with all Department Heads in order to effectively deliver the Special Educational Needs service, so that all pupils make progress in accordance with their EHCP.
- To liaise closely with teachers in order to maximise the benefit of these initiatives to pupils with SEND, and to fully exploit the skills of the SEND Department.
- To lead and manage the Learning Support Unit (LSU) so that necessary and effective support is provided for pupils with specific needs (e.g. social, behavioural, medical)
- To work with Heads of Year in co-ordinating the input, help and support of relevant agencies (e.g. Educational Psychology Service, SENDCAN, Child & Family Consultation Service, Looked After Children).
- To assist the governing body to discharge their statutory responsibilities in relation to pupils with SEND and to keep them well informed as to the implementation of the SEND policy. The termly reports on the SEND should be produced by the SENDCO and presented to the Governors.
- To consult, produce and regularly review the Learning Support Handbook which should state the agreed procedures, practices and aspirations of the Department. The handbook should actively used by staff to focus on:
 - a. Aims and Objectives for Special Educational Needs.
 - b. Assessment, Recording & Reporting.
 - c. Pupil Inclusion, Pupils with English as a second language, Differentiation, etc.)
 - d. The range of appropriate learning styles and strategies for enhancing the learning of students with SEND.
 - e. The SEND Register

1. *Impact on educational progress beyond those pupils whom you normally teach.*

- Monitor behaviour in SEND and place pupils on standardised subject report in line with the Discipline and Sanctions Policy.
- Monitor planning, teaching progress, record keeping, assessing and homework.
- Effectively contribute to the school central record keeping system.
- Lead, coordinate and monitor the Department SEF and objectives that contribute to the School Improvement Plan.
- To lead and manage intervention programmes (e.g. Social skills, literacy and numeracy groups).
- To manage the assessment of access arrangements for pupils taking examinations.

2. *Lead, develop and enhance the teaching practice of others*

- Monitor the development of and update Schemes of Work that all subject teachers and learning support assistants contribute to and use.
- Carry out lesson observations and reviews in line with The Performance Management Process.
- Mentor, support and encourage colleagues in their professional development.
- To encourage staff to keep abreast of recent developments in the subject and to share good practice, and cascade training.
- To be responsible for induction, guidance and advice within the department.
- To ensure that outcomes from INSET are cascaded effectively to members of department.

3. *Have accountability for leading, managing pupil development across the curriculum*

- Prepare for SEND meetings – identify the purpose, circulate an agenda and minutes.
- Use pupil predictive and assessment data to set targets for learning support assistants teaching examination classes.
- Analyse assessment data in line with the annual SEF Review.
- Manage the delegated budget for SEND to resource the curriculum.
- Participate in the recruitment and appointment of SEND staff.
- Management of coursework for submission to examination boards.
- To plan, implement, evaluate and review syllabuses and schemes of work appropriate to the needs and abilities of pupils.
- To monitor the quality and standards of work in the department, including the supervision of the setting of adequate classwork and homework and the efficient and proper assessment of the pupils' work.
- To ensure the setting of appropriate work for absent colleagues.
- To encourage any extra-curricular activities related to the department.
- To establish, and update as necessary, a policy and procedure for the assessment, monitoring, recording and reporting of pupil progress, including the passing on of records from year to year.
- To fulfil specific internal and external examination and assessment requirement.
- To oversee the writing of reports and collation of assessment data.
- To ensure that teaching including planning, setting homework and assessment in line with school policies is occurring in the department.
- Promote effective teaching and learning in all allocated classes.
- Maintain accurate records and use assessment data to monitor progress, targets and identify further action.
- Contribute to the School and Departmental policies.
- Maintain a purposeful learning environment by employing a range of assertive behaviour management strategies.
- Maintain a purposeful, orderly classroom environment including neat storage, learning centred displays and promote a positive approach to the display of pupils work.
- Attend and contribute to appropriate meetings and professional development activities.
- Meet deadlines for reporting, marking, submission of coursework and other assignments.
- To establish and promote appropriately high standards of safety, behaviour and achievement within the department, having due regard for the needs of individual pupils.
- To allocate pupils to appropriate teaching groups (e.g. forms, sets, bands).
- To liaise with parents over matters relating to the progress of their child.

4. *Line management*

- The members of the department.
- To present the views and requirements of the department at meetings and feedback any consultation decisions.

General Teaching Responsibilities

- Teach allocated subjects, including planning, setting homework, marking and assessment in line with school policies. Engage with school-wide learning initiatives.
- Mark, assess, record and report on pupil achievement and maintain records as required; use assessment data to monitor progress, set targets and further action where appropriate.
- Maintain a purposeful learning environment by employing a range of assertive behaviour management strategies.
- Maintain a purposeful, orderly classroom environment including neat storage, learning centred displays and promote a positive approach to the display of students' work.
- Contribute to the development of Schemes of Work, School & Department policies as appropriate.
- Undertake specific duties within the Team as agreed with your line manager.
- Attend and contribute to appropriate meetings and professional development activities
- Meet deadlines for the reporting, marking and submission of coursework, subject assessments and other educational assignments.
- Prepare students for examinations and take part in standardisation or moderating exercises as required by the department or examination boards.
- Follow School Policies and support the SLT in the effective running of the school.