

Lakeside

Community Primary School

SEND Co Job Description

Job title: SEND Coordinator

Purpose: The key purpose of the SENCO is to ensure that Special Educational Needs and Disabilities (SEND) provision is both efficiently and effectively managed. The range of responsibilities delegated to the SENCO with regard to provision and coordination is outlined below. It is expected that all legal and statutory requirements are met for learners with SEND via the SENCO.

Responsible to: SLT/Governors

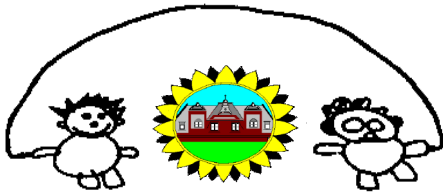
Professional duties and responsibilities

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document.

It may be modified by SLT, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title. It will be reviewed in the context of, School Self Evaluation (SEF), School Improvement & Development Plan (SID) and appraisal (which includes the SEND Co viewpoint).

1. Learning and Teaching

- ⇒ Monitor the impact of learning and teaching as set out in their SEND annual action plan and carry out an annual review of the school SEND policy.
- ⇒ Collaborate with SLT, Behaviour Lead, Safeguarding Lead and intervention team members as appropriate.
- ⇒ Collaborate with and report in person to SLT and Governing Board at meetings commensurate with the post.
- ⇒ Leading INSET regularly and when appropriate to ensure all staff are up to date with national expectations and statutory requirements for SEND learners.
- ⇒ Work with learners and teachers to ensure realistic expectations of behaviour and achievement are set for SEND pupils
- ⇒ Oversee and monitor the quality of Target Plans to maintain detailed information for subsequent meetings with parents/carers
- ⇒ Check that Target Plans are reviewed termly with parent/carers & learners by teachers and that new targets are agreed and communicated.
- ⇒ To use work scrutiny to assess the progress of SEND learners. To use assessment information to set appropriate targets and intervention to accelerate progress as required.
- ⇒ Ensure that statutory responsibilities for EHC plans and their Annual Review are fulfilled
- ⇒ Lead the Annual Review meetings for EHC plan learners



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2. Recording and assessment

- ⇒ Set targets for raising achievement/attainment and improving progress as per agreed in School Improvement and Development Plan and in accordance with LA/National expectations and/or statutory guidance.
- ⇒ Analyse and interpret performance data and report to SLT/Governors at each assessment point (4 times a year).
- ⇒ Identify target groups who are underachieving (at whatever level this underachievement manifests itself) and work with staff to provide appropriate interventions.
- ⇒ Ensure proformas for essential repetitive paperwork are in place and being used consistently across school.

3. Leadership

- ⇒ Identify resources including the necessary deployment of staff needed to meet the needs of learners and advise the SLT of priorities for expenditure and manage the SEND budget utilising the school's Staff Tracker spreadsheet.
- ⇒ Keep up to date the Provision Map for SEND.
- ⇒ Liaise with Derby City Local Authority SEN department (and any other LA's where necessary) and any outside agencies/specialist services to ensure learners needs are met.
- ⇒ Keep abreast of National developments impacting on SEND.
- ⇒ To ensure LCPS website contains all SEND statutory requirements.
- ⇒ Ensure attendance at appropriate training, CPD and network meetings, providing feedback to colleagues.
- ⇒ Produce an annual Action Plan with outcomes, that is reviewed at least termly as part of the report to CLT/Governors.
- ⇒ Undertake SEND self-evaluation, contribute to the school SEF and SID plan and planning for continuous improvement.
- ⇒ Other activities in keeping with the seniority of the post that are reasonably requested by SLT.

Non-contact management time designated to carry out duties laid out in the job description in consultation with SLT. The role carries a SEND payment. In accordance with the range stated in the 2017 STPCD.

ONWARDS and UPWARDS
REACHING FOR THE STARS

The logo for 'Reaching for the Stars' features a stylized blue figure with arms and legs outstretched, jumping or reaching upwards towards a blue square containing several yellow stars.