

Job Title:	Special Educational Needs Coordinator
Hours:	Full Time / Part Time / Term Time positions.
Contract Type:	Permanent
Salary:	Up to £38,000 - the salary is determined by your experience, qualifications, role responsibilities, institution size, and weekly hours worked.
Responsible to:	Nursery Manager/ Director, School Headteacher / Deputy Headteacher

JOB DESCRIPTION

The Special Educational Needs Coordinator (SENDCO) will lead and manage the provision for children with special educational needs within the educational setting, ensuring they receive tailored support and an inclusive learning environment.

The SENDCO will work closely with the nursery or school management team to ensure all attending children will receive high quality care, are kept safe and are provided with planned and stimulating play or learning experiences which meet their individual needs and support all aspects of the relevant educational curriculum level.

As a SENDCO, you should know and understand:

- The latest government guidance on statements and Educational Healthcare Plans.
- Current best practices and legal requirements related to SEND.
- Knowledge of statutory frameworks such as SEN Code of Practice and the EYFS Framework and/or National Curriculum.
- Understanding of statutory assessment processes relating to their phase.
- Experience of all aspects of statutory processes related to SEND and referrals to external partners.
- Development from birth to 18 years and how individual circumstances affect learning, including for children learning English as an additional language.
- Recognize the impact of individual circumstances on children's development and the significance of attachment.
- The knowledge and understanding of effective teaching and best practice and capacity to deliver consistently good lessons.
- Effective differentiation which ensures progress for all pupils through personalised learning.
- Using and interpreting data to inform teaching.
- How to plan and deliver creative and inspiring lessons using formative and summative assessment effectively.
- A range of effective strategies for promoting positive behaviour and maintaining a calm and purposeful learning environment.
- A repertoire of teaching strategies to engage and motivate a range of learners.
- Knowledge of common additional need difficulties and strategies to support them.
- Statutory guidance and best practices for safeguarding.

KEY RESPONSIBILITIES

Leadership and Strategy

- Ensure that the education setting carries out its statutory responsibilities regarding all students with a Statement of Special Educational Needs.
- Contribute to the strategic development of SEND policy and provision within the education setting.
- Responsible for design and overseeing delivery of the school's Special Educational Needs strategy.
- Assist the Management Team in ensuring that staff adhere to the education setting's long-term and medium-term operational plans, as well as meet Ofsted requirements, with a particular focus on SEND.
- Analyse and interpret relevant school, local and national data.
- Be responsible for organising and chairing SEND annual review meetings.
- To help ensure the provision is of the highest quality at all times and strives to attain the highest ratings such as OFSTED "outstanding".

Planning and Support

- Provide targeted support and interventions for children with SEND.
- Put provision in place to ensure that progress of pupils with SEND improves relative to those without SEND.
- Adapt activities and environments to meet the needs of SEND children.
- Develop and implement Individual Education health and care plans (IEPs) or Early Support Plans.
- Complete necessary paperwork for EHCP Applications working closely with family and all professional involved in the needs of the child.
- Support all SEND children through transitions to next school.
- Act as a designated key person for an allocated number of children and maintain their learning journeys.
- Coordinating alternative exams arrangements and provisions for SEND children.
- Proactively contribute to effective team working and be flexible within working practices of the setting; comply with reasonable requests to work outside of normal working hours, and undertake other duties where needed.

Identification and Assessment

- Identify children with SEND through observation, assessment, and discussion with staff and parents.
- Conduct or coordinate further assessments to determine specific needs.
- Monitoring and evaluating the progress of SEND children and making recommendations.

Monitoring and Review

- Monitor the progress of children with SEND and review the effectiveness of interventions.
- Update and adjust IEPs as needed, ensuring continuous progress towards goals.
- Must have the ability to give effective feedback.

Collaboration and Communication

- Work closely with nursery / school staff to ensure they are aware of and understand the needs of SEND children.

- Act as the main point of contact for parents/carers of children with SEND, providing regular updates and meetings and involving them in decision-making processes.
- Developing productive home school partnerships.
- Liaise with external professionals including the local Early Years Team (EDLA, OT, SALT, Paediatrician, SENDIASS, CAMHS, Case Workers, speech and language therapists, social workers, education psychologists etc.
- Make appropriate referrals where needed in line with Local Authority Offer to secure additional support and services.
- Communicating with parents/carers and responding to complaints or queries.

Training and Development

- Provide guidance and training to staff on SEND issues and inclusive practices.
- Commit to on-going personal learning and development and attend on and off-the-job training.
- Resourcing and coaching teachers to support students with additional needs.
- Planning a programme of SEND continuous professional development for all staff.

Record Keeping

- Maintain accurate and confidential records of all children on register.
- Provide an Additional Support Plan with input from parents, for all children on register and monitor their progress and review.
- Ensure all documentation is up to date and complies with legal and nursery policies.
- Keep SENIF Register up to date and Complete Impact Statement termly.

Compliance and Safeguarding

- Ensure that the nursery's SEND policy is adhered to and regularly reviewed.
- Promote and safeguard the welfare of all children in the education setting.
- Assist the Manager/Deputy Owner, in all health and safety issues within the nursery, ensuring compliance with the Health and Safety Policy and procedures at all times.

PERSONAL SPECIFICATION

Essential:

- Relevant qualification such as Qualified Teacher or Level 3 Diploma in Early Years Education.
- Relevant National SendCo Training.
- Functional Skills Level 2 in English and Maths or GCSE Maths and English at Grade C or above.
- At least 3 years' experience working with SEND children.
- Current (Paediatric) First Aid certification.
- Current Safeguarding certification.

Attributes:

- Approachable.

- Committed.
- Patient.
- Creative.
- Self-motivated and able to motivate others.
- Calm under pressure.
- Well-organized.
- Team player.
- Desire to make a difference in children's lives.
- Willingness to learn and develop new skills.
- Reflective practitioner.
- Professional at all times.
- Excellent written and oral communication skills.
- Enthusiastic, positive, and flexible.
- Effective time management and organizational skills.
- Excellent attendance and punctuality record.
- Commitment to continuous professional development.
- Must perform all duties with reasonable adjustments per the Disability Discrimination Act 1995.
- Ability to handle manual tasks such as carrying toys and equipment.

Safeguarding:

All education sector settings are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment.

Candidates must have:

- An Enhanced DBS check on the update service (or be willing to obtain one).
- At least two references - including one from the last employment position.
- A Pre-employment health-check may also be required.