

Position: - SEND Coordinator

Job Title:	SEND Coordinator
Hours:	Hours are typically full and part time hours – Term Time only You may need to complete administration and reports outside of these times There may be an occasional requirement to work evenings or weekend to attend parents' evenings
Contract Type:	Permanent Full Time/Part Time
Salary:	Up to £38,000 depending experience and qualifications
Responsible to:	Headteacher/Deputy Headteacher

Job Description:

We are looking for a SENCO to coordinate SEN provision, maintaining our commitment to inclusivity and enabling every child to reach their potential. You will be working alongside the school leadership team in an advisory capacity; you will ensure that we meet our legal requirements on SEN support and documentation – reporting to the Head teacher.

General Main Duties and Responsibilities:

- Designing and delivering the school's Special Educational Needs strategy
- Resourcing and coaching teachers to support students with additional needs
- Liaising with external professionals such as speech and language therapists, social workers or educational psychologists
- Managing the implementation of education, health and care plans (EHC)
- Planning a programme of SEN continuous professional development for all staff
- Communicating with parents/carers and responding to complaints or queries
- Monitoring and evaluating the progress of SEN children and making recommendations
- Responsible for organising and chairing SEN annual review meetings
- Coordinating alternative exams arrangements and provisions for SEN children

Areas of responsibility and key tasks:

- Put provision in place to ensure that progress of pupils with SEN improves relative to those without SEN.
- Ensure that the school carries out its statutory responsibilities regarding all students with a Statement of Special Educational Needs.
- Support all staff in understanding the needs of SEN pupils.
- Support departmental developments of SEN provision.
- Monitor progress towards targets for pupils with SEN.
- Analyse and interpret relevant school, local and national data.
- Liaise with staff, parents, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of provision.

SEND Coordinator – Personal Specification

	Essential:	Desirable:
Qualification:	<ul style="list-style-type: none"> • Successful DBS and safeguarding clearance • At least 3 years experience as a class teacher 	<ul style="list-style-type: none"> • Holds National SENCO qualification or is willing to

	<ul style="list-style-type: none"> • Must have obtained qualified teacher status (QTS) • Must hold or be prepared to work towards post graduate level National Award for Special Educational Needs (NASENCO), which takes on average 3 years part time study whilst working • Experience of supporting special educational needs children Knowledge of the latest government guidance on statements and Educational Healthcare Plans • Communication, coordination and organisation are required skills • Experience of managing a small team is advantageous but not essential 	<p>undertake nationally approved training within 3 years</p>
<p>Skills, Knowledge, Aptitude & Experience:</p>	<ul style="list-style-type: none"> • The knowledge and understanding of effective teaching and best practice and capacity to deliver consistently good lessons • Clear understanding of the role of high expectations in improving pupil outcomes • Effective differentiation which ensures progress for all pupils through personalised learning • Using and interpreting data to inform teaching • A repertoire of teaching strategies to engage and motivate a range of learners Secure knowledge of EYFS Framework and/or national curriculum • A range of effective strategies for promoting positive behaviour and maintaining a calm and purposeful learning environment <ul style="list-style-type: none"> • Giving effective feedback • Experience of working with children with Special Educational Needs. • Developing productive home school partnerships • Understanding of statutory assessment processes relating to their phase • Statutory guidance and best practices for safeguarding • Knowledge of statutory frameworks such as SEN Code of Practice • Knowledge of common additional need difficulties and strategies to support • Experience of teaching in a Primary school setting. • Ability to demonstrate evidence of consistently good practice in at least one key stage. • Proven record of raising attainment and improving progress 	<ul style="list-style-type: none"> • Experience of teaching across two phases

	<ul style="list-style-type: none"> • Working effectively as part of a team • Planning and delivering creative and inspiring lessons using formative and summative assessment effectively • Contributing to and implementing whole school policies • Experience of providing effective support for children with SEND • Experience of all aspects of statutory processes related to SEND and referrals to external partners 	
Physical:	<ul style="list-style-type: none"> • Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Disability Discrimination Act 1995 	
Personal Qualities:	<ul style="list-style-type: none"> • Desire and ability to promote the values and ethos of the school • Show willingness to learn and motivation to teach well • Model highest professional standards • An appetite for challenge and the ability to inspire enthusiasm and confidence in others • Demonstrate resilience, determination and a positive outlook • Highly effective communication • Demonstrates an understanding of and be able to take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English in your work with pupils, colleagues and families. • Ability to empathise and demonstrate care and compassion • Ability to create a happy, stimulating and challenging learning environment • Confidence and competence using IT • Desire to promote inclusion and articulate high expectations for pupils with SEND 	<ul style="list-style-type: none"> • Desire to develop expertise • Is proactive in seeking out opportunities for professional development

The setting is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. A full-enhanced Disclosure & Barring Service (DBS) and a pre employment health check will be obtained prior employment including satisfactory references checks.

You may contact us at:

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