



JOB DESCRIPTION

POST TITLE: SEND Coordinator (0.7) with Teaching Responsibilities (0.3)

GRADE: MPS/UPS + SEND allowance

RESPONSIBLE TO: Head of School

Overall Objectives of the Post:

To co-ordinate SEND throughout Ridgeway Primary Academy to ensure that children's needs are best met. (0.7)

To carry out the duties of a school teacher as set out in the School Teacher's Pay and Conditions 2019. (0.3)

Key Tasks of the Post:

Areas of responsibility and key tasks

- Develop and lead provision for SEND within our school, including managing a team of teaching assistants.
- Coordinate input from external service providers working with the school in the area of SEND, including liaising with the school's speech and language therapy consultant and Place2Be School project Manager.
- Monitor the changing needs of a complex cohort and work strategically as a key senior leader to meet these needs in order to achieve excellence for all pupils.
- Support the work of teachers and teaching assistants working with SEN pupils.
- To ensure appropriate interventions are in use to support and consolidate subject knowledge and learning for children with SEND. Impact assess these interventions.
- To provide in-service training, including from external professions, as appropriate.
- Plan, prioritise and evaluate SEND development on an annual basis as part of SIP cycle and keep SEND Policy up-to-date.
- Contribute to the monitoring of standards, setting targets as appropriate.
- To support, monitor and review assessment and record-keeping procedures.
- Ensure all key SEND documents for the school are kept up to date.
- To provide reports for Head of School and Governors as necessary.
- To develop links with KS3 colleagues to provide additional transition support for SEN pupils.
- To keep SEND knowledge up to date with National and local initiatives which may impact on policy and practice through C.P.D.

Teaching and managing pupil learning

- Teach across school (0.3 or 1½ days per week) as required, taking responsibility for effective marking, planning and record keeping, and adhering to school policies and practice to assess and record pupils' progress and development.
- Support teachers and teaching assistants in the identification of the most effective teaching approaches for SEND pupils and help implement policies to promote aspects of inclusive teaching.
- Monitor and provide teaching and learning activities to meet the needs of SEND pupils.
- Monitor and promote teaching methods that keep all pupils engaged and develop their ability to work independently.
- Set high expectations for pupils' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive relationships.
- Use ICT to support and enhance pupil learning.
- Monitor the achievements and welfare of children with SEND, and follow-up progress reviews, liaise with Safeguarding Lead, outside agencies and parents when appropriate. Lead annual review meetings.
- Meet statutory responsibilities EHCPs and their annual reviews.
- Liaise with other schools to ensure continuity of support and learning when transferring pupils with SEND.
- Develop supportive relationships that foster pupil self-esteem and mutual respect.
- Support developments and initiatives to improve standards in English and Mathematics as well as the wider curriculum.
- Be prepared to play a full part in the life of the school.

Recording and Assessment

- Set targets and raise achievements amongst pupils with SEND.
- Collect and interpret specialist assessment data and use this to inform practice.
- Maintain and review systems for identifying, assessing and reviewing SEND.
- Update the Head of School and Governing Body on the effectiveness of provision for pupils with SEND and maintain the information on the school website with regards SEND.
- Develop understanding of learning needs and the importance of raising achievement among pupils, particularly those who receive the pupil premium grant.
- Oversee and monitor the quality of Provision Plans and other support plans such as behavioural, medical or pastoral support plans and maintaining detailed information for subsequent meetings with parents.
- Work with staff to keep parents and carers of children with SEND informed about their child's progress.
- Prepare, collate and write reports for particular high needs children who require additional support.
- Deploy support staff and other adults effectively, overseeing the impact of their contribution.

Leadership

- As a key senior leader, ensure that the school prioritises effectively to meet the needs of pupils with SEND in school.
- Encourage all members of staff to recognise and fulfil their statutory responsibilities to pupils with SEND.
- Identify training opportunities for teaching assistants and teachers to learn about SEND.
- Disseminate good practice in SEND across the school.
- Identify resources needed to meet the needs of pupils with SEND; prioritise expenditure; and manage the SEND budget.
- Contribute to the school's development plan.
- Continue to develop links with SEND Coordinators in other schools within Tyne Coast Academy Trust in order to improve provision for all children with SEND.
- Develop links with other professionals, agencies, governors and neighbouring schools.

Knowledge and understanding

- Demonstrate that they have a thorough and up-to-date knowledge of SEND co-ordination across the Primary phase.
- Demonstrate knowledge and understanding and take account of wider curriculum developments which are relevant to their work.

Professional Characteristics

- Work in partnership with fellow colleagues, pupils, non-teaching staff and parents in relation to children's learning. Be an effective communicator.
- Demonstrate responsibility for their professional development - always learning and being willing to try new ideas - and commitment to the role.
- Be well organised, flexible and adaptable.
- Demonstrate high expectations and self-evaluation.
- Uphold the agreed values of the school.

Tyne Coast Academy Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to produce an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: AG/CL

Date: 14.01.20