



JOB DESCRIPTION



Job Title:	Special Educational Needs and Disability Co-ordinator (SENDco)
Responsible to:	Head Teacher, Leadership Team and Chief Executive
Place of Work:	You will be required to work at Acre Rigg, Tudhoe Colliery and Victoria Lane Academies on specific days each week.
Hours:	Full-time. 8.30 a.m. to 3.30 p.m. Monday to Friday each week.
Salary:	UPS1-UPS3 (£38,690-£41,604) Plus TLR (commensurate with skills and experience)

Job Summary

The role of the SENDco is to ensure the inclusion of all pupils in learning and oversee the general management of SEND in designated schools across the Trust. Working closely with colleagues, third parties to the organisation and other professionals. All of our pupils deserve the best education and it is the role of the SENDco to ensure that every child, can be the best that they can be...in everything they do.

Duties and Responsibilities

The key responsibilities of the post are to:

- Oversee the general management of SEND within designated schools.
- Work closely with colleagues, third parties to the Trust and other professionals.
- Be involved in decision-making and support the preparation and development of policies and programmes of study in the Trust, teaching materials, resources, methods of teaching and pastoral arrangements.
- Manage the admissions process of prospective pupils in collaboration with the appropriate Local Authority.
- Be the first point of contact for all SEND matters
- Prepare appropriate records for the transfer of pupils.
- Ensure that school policies are reflected in daily practice.
- Assist with the preparation of appropriate records for the transfer of pupils.
- Promote equality and celebrate diversity as an integral part of the role and to treat everyone with fairness and dignity.
- Prepare for accreditation visits by external organisations (e.g. ISI, ISA etc.).
- Carry out other duties or responsibilities as required by the Head Teacher or Senior Management Team, which contribute to the smooth running of a class, or the school as a whole.

The generic duties of the post:

- Promote the welfare and wellbeing of children and to support the school in safeguarding children through relevant policies and procedures.
- Support the creation of a caring, supportive, purposeful and stimulating environment in school which is conducive to children's learning.
- To organise and manage groups or individual pupils ensuring differentiation of learning needs, reflecting all abilities.
- Support school staff to maintain good behaviour among the pupils, safeguarding their health and safety.
- To maintain a regular system of monitoring, assessment, record-keeping and reporting of children's progress, including access arrangements.
- To plan opportunities to develop the social, emotional and cultural aspects of pupils' learning.
- To communicate and consult with parents over all aspects of their child's education academic, social and emotional.
- To meet parents and appropriate agencies, to contribute positively to the education of the children concerned.

General

- Commitment to continuous professional development in order to develop relevant knowledge, techniques and skills, and to developing skills independently as applicable.
- To create a training plan for all staff within designated schools.
- Any other ad hoc duties that are felt reasonable to fulfil the job description.

Fulfil wider professional responsibilities:

- Make a positive contribution to the wider life and ethos of designated schools.
- Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support.
- Support the deployment of support staff effectively
- Take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues.
- Communicate effectively with parents with regard to pupils' achievements and well-being.

Common Duties and Responsibilities:**Professional Practice**

To ensure that professional practice in the school is carried out to the highest standards and developed in line with the school's stated objectives of continual improvement in quality of its service to internal and external customers.

Health and Safety

To ensure that the Health and Safety policy and procedures are understood, implemented and monitored.

Appraisal

All members of staff will receive appraisals and it is the responsibility of each member of staff to follow guidance on the appraisal process.

Equality and Diversity

To ensure our commitment is put into practice we have an equality policy which includes responsibility for all staff to eliminate unfair and unlawful discrimination, advance equality of opportunity for all and foster good relations.



Confidentiality

All members of staff are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work.

All members of staff must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of work and using school information assets.

Safeguarding

Tudhoe Learning Trust is committed to safeguarding the welfare, wellbeing and safety of every child within its care. Safeguarding is everyone's responsibility and staff are expected to share and promote this view, undertake appropriate training and maintain an up to date knowledge and understanding of current obligations in respect of the safeguarding of children in education.

	PERSON SPECIFICATION - SENDco		
	Essential	Desirable	Assessment
Education, Qualifications and Training	<p>Relevant degree/QTS</p> <p>SENDco qualification or willingness to achieve</p> <p>Fully supported in references.</p>		<p>Application/ Certificates/ References</p>
Knowledge and Experience	<p>A strong knowledge of a range of SEND and proven experience as a SENDco.</p> <p>Experience of applying for and managing EHCP applications. Leading annual reviews and its associated paperwork.</p> <p>Thorough up to date knowledge of the range of teaching, learning and behaviour management strategies appropriate for inclusive education and how to implement them effectively.</p> <p>Detailed knowledge of the structure and content of the current National Curriculum.</p> <p>Demonstrable understanding of current safeguarding regulation and best practice.</p>	<p>Experience of teaching in both KS1 and KS2.</p>	<p>Application/ Interview Process/ References</p>
Attitudes and Abilities	<p>Strong interpersonal skills to communicate effectively in a variety of ways and situations.</p> <p>Evidence of the ability to raise achievement ensuring that the needs of the individuals/groups of pupils are met.</p> <p>Ability to solve problems and strategically plan for improvement.</p> <p>Ability to respond flexibly and sensitively to the differing needs of pupils, including those with SEND.</p> <p>Ability to use ICT effectively both in classroom practice and for own professional work.</p> <p>Ability to work independently and as part of a team.</p> <p>Able to prioritise and manage time effectively.</p> <p>Caring, patient and sympathetic attitude.</p> <p>Evidence of being able to build and sustain effective working relationships and professional boundaries with all members of the school community</p>		<p>Application/ Interview Process/ References</p>
Personal Attributes	<p>Ability, flexibility and willingness to take on other responsibilities and duties as deemed necessary.</p> <p>Play a full part in the life of the Trust and support its distinctive mission and ethos.</p> <p>Respect the views of parents, carers and children, and a commitment to the involvement of these groups in the learning process.</p>		<p>Interview Process/ Application/ References</p>
Working Arrangements	<p>Full-time.</p> <p>Able to travel to and work in three specific schools (as stated in the job description) that are based in different locations within County Durham each week.</p>		<p>Application Form</p>