



Job Description: Special Educational Needs & Disabilities Co-ordinator

Contract type: Full time

Pay scale: Inner London Main/UPS, plus TLR

Reports to: Headteacher and Core Leadership Team

Responsible for: Teaching Assistants

Main purpose:

The SENDCo, under the direction of the headteacher, will:

- Ensure the needs of all children with special educational needs and disabilities (SEND) are met in accordance with the SEND Code of Practice
- Determine the strategic development of special educational needs & disabilities (SEND) policy and provision in Dulwich Hamlet Junior School
- Lead, manage and maintain a high quality SEND provision, which enables excellent learning outcomes for all pupils
- Be responsible for day-to-day operation of the SEND policy and co-ordination of specific provision to support individual pupils with SEND
- Provide professional guidance to colleagues, working closely with staff, parents and other agencies

The SENDCo will be expected to fulfil the responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document and Teacher Standards

While the SENDCo will have responsibility for the oversight of provision for pupils with SEND, class teachers will hold responsibility for the day-to-day education and support of pupils within their classroom.

Duties and responsibilities:

Strategic development of SEND policy and provision

- Have a strategic overview of provision for pupils with SEND across the school, monitoring and reviewing the quality of provision
- Contribute to school self-evaluation, particularly with respect to provision for pupils with SEND
- Ensure the SEND policy is put into practice and its objectives are reflected in the school development plan
- Maintain up-to-date knowledge of national and local initiatives and statutory changes that may impact on the school's policy and practice
- Evaluate whether funding is being used effectively, and suggest changes to make use of funding more effective
- Collaborate and share good practice with SEND colleagues across The Charter Schools Educational Trust

Operation of the SEND policy and co-ordination of provision

- Maintain an accurate SEND register and provision maps

- Provide guidance to colleagues on teaching pupils with SEND, and advise on the graduated approach to SEND support
 - Advise on the use of the school's budget and other resources to meet pupils' needs effectively, including staff deployment
 - Be aware of the provision in the local offer
 - Work with feeder schools, educational psychologists, health and social care professionals and other external agencies
 - Be a key point of contact for external agencies, especially the local authorities
 - Analyse assessment data for pupils with SEND
 - Implement and lead intervention groups for pupils with SEND, and evaluate their effectiveness
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Support for pupils with SEND

- Identify a pupil's SEND
 - Co-ordinate provision that meets the pupil's needs, and monitor its effectiveness
 - Secure relevant services for the pupil
 - Ensure records are maintained and kept up to date
 - Ensure EHCP reviews are effective in delivering appropriate support for individual pupils, liaising with wider services as necessary
 - Initiate and respond to requests for statutory assessment
 - Communicate regularly with parents or carers
 - Ensure if the pupil transfers to another school, all relevant information is conveyed to that school, and support a smooth transition for the pupil
 - Promote the pupil's inclusion in the school community and access to the curriculum, facilities and extra-curricular activities
 - Work with the designated teacher for looked-after and previously looked-after children (LAC/PLAC), where a looked-after pupil has SEND
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Leadership and management

- Work with the leadership team and governors to ensure the school meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements
 - Attend Senior Management Team meetings and carry out actions as required
 - Ensure the school's provision for SEND is regularly reviewed and evaluated, and that the outcomes for children with SEND are monitored and reported to the headteacher, governors, and external agencies as required
 - Prepare and review information the governing board is required to publish, including the annual SEND Report
 - Contribute to the school development plans and whole-school policies
 - Identify training needs for staff and how to meet these needs
 - Lead INSET for staff
 - Share procedural information, such as the school's SEND policy
 - Promote an ethos and culture that supports the school's SEND policy and promotes good outcomes for pupils with SEND
 - Lead and manage teaching assistants working with pupils with SEND
 - Lead staff appraisals and produce appraisal reports
 - Review staff performance on an ongoing basis
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Safeguarding

- Liaise and collaborate with the designated safeguarding lead (DSL) on matters of safeguarding and welfare for pupils with SEND
 - Remain alert to the fact that pupils with SEND may be more vulnerable to safeguarding challenges
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Other areas of responsibility

- Undertake any professional duties, reasonably delegated by the Headteacher, commensurate with the grade of the post
- Show commitment to the school, its inclusive ethos and equal opportunities for all in the school community, strongly opposing any form of discrimination
- The SENCO will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the SENDCo will carry out.

Key organisational objectives

- Enactment of Health & Safety requirements and initiatives as directed
- Ensuring compliance of data protection
- Compliance with the Trust's safeguarding Policy