



Special Educational Needs Co-Ordinator

MS/UPS plus TLR2b

Job Description

When using the term Special Educational Needs at Bellfield Infant School, we mean SEND, disadvantaged and vulnerable children.

This role will be part-time: 0.6 (or possibly up to 0.8) with TLR2b.

Overall Responsibilities

- To lead, manage and develop high quality SEND provision which enables quality teaching and excellent learning outcomes for all pupils
- To keep all aspects of paperwork, including records and policies up to date and actioned as appropriate
- Specific responsibility of SENDCO

Key Accountabilities

- Contribute to a positive ethos in which all pupils have access to a broad relevant curriculum
- Maintain the strategic oversight of the school's SEND policy and its application within school
- Take a proactive role in developing and celebrating inclusive practice within and outside the school
- Support all staff in understanding the needs of SEND children
- Prepare plans to ensure the needs of SEND children are met
- Monitor progress against targets for pupils with SEND
- Analyse SEND data for pupils for staff, to support monitoring and evaluation and to inform provision planning.
- Liaise with staff, parents, external agencies and other schools to provide maximum support and ensure continuity of education provision for SEND pupils
- Develop partnerships with parents/ carers to ensure that their views are considered and acted upon appropriately
- Oversight of all external agencies relating to inclusive practice
- Responsibility for applying for EHCP and SSPP funding for pupils and conducting annual reviews
- Sound knowledge of the SEND code of practice and relevant legislation that affect pupils of SEND (e.g. Children and Families Act 2014 and Equalities Act 2010).

Teaching and Learning

- Support and identify the most effective teaching approaches for pupils with SEND, ensuring they inclusive to the child's development
- Understanding and know what makes quality first teaching and of effective intervention practices
- Work with pupils and staff at all levels to ensure realistic and challenging expectations of pupils with SEND

- Monitor the use of resources, teaching and target setting to report the progress of pupils with SEND
- Coaching staff in the effective practices of teaching pupils with SEND
- Supporting the learning of pupils with complex needs to ensure a developmentally appropriate curriculum
- Teaching experience within the KS1 and/or EYFS curriculum.
- Good record keeping skills and use of ICT.

Leading and Managing Staff

- Achieve constructive working relationships and establish opportunities for staff to review the needs, progress and targets of pupils with SEN
- Experience of conducting and leading staff meetings.
- Evaluate and self-reflect on SEND provision within the school, providing regular information to the Senior Leadership Team on the effectiveness of SEND provisions and outcomes
- Advise and contribute to all aspects of SEND training to ensure the professional development of staff
- Effective communication and ability to build effective working relationships.

Families and the local community

- Play a full part in the life of the school community
- Work with, and support, families who have a child(ren) with SEND
- Encourage parents to engage with the school in a variety of ways
- Effective communication with parents and ability to deal with challenging situations

Additional Responsibilities

- Undertake any professional duties appropriate with the grade of the post, reasonably delegated by the Headteacher and Deputy Headteacher
- Commitment to the school, it's ethos, culture and development plans
- Commitment to maintain high level of professionalism, maintaining confidentiality at all times.
- Commitment to safeguarding and equality of pupils and staff
- Be an active member of the school's senior leadership team
- Undertake and identify opportunities to support own development