

Job Description



Job Title: SEND Coordinator

Location: Longford Park Primary School

Salary: TMS/UPS +
SEN allowance

Job Purpose:

- Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document
- Meet the expectations set out in the Teachers' Standards
- The strategic direction and development of the school's provision for Special Educational Needs and Disabilities
- Supporting the inclusion of all pupils by leading and managing the deployment and timetabling of the interventions for teachers and support staff
- The effective implementation of School and Education Health Care Plans
- Monitoring teaching and learning activities to meet the needs of pupils
- Liaison with other agencies and schools
- Analysing and interpreting school data for SEND pupils to inform provision
- Monitoring and evaluating all aspects of SEN provision

Main Duties and Responsibilities:

- Identify and adopt the most effective teaching approaches for pupils with SEND
- Monitor, evaluate and adjust teaching and learning activities to meet the needs of pupils with SEND
- Identify and teach the basic skills that will develop pupils' ability to work independently
- Liaise with other setting at key transition times (e.g. nursery to EYFS, Yr 6 to secondary school etc.) to ensure continuity of support and learning
- Meet individual pupils needs, including SEND & Looked After Children (PEPs)
- The ability to teach across all key stages and take groups for interventions
- Prepare for and attend professionals meetings including: statutory assessment reviews and planning meetings

Whole School Organisation, Strategy, and Development

- Contribute to the development, implementation and evaluation of the School's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school
- Work with other on curriculum and pupil development to secure co-ordinated outcomes

Health, Safety and Discipline

- Promote the safety and wellbeing of pupils
- Maintain good order and discipline amongst pupils, managing behaviour effectively to ensure a good and safe learning environment

Professional Development

- Take part in school's appraisal procedures

- Take part in further training and development in order to improve own teaching
- Open to the possibility of completing National SENCO Award, if not already completed

Communication

- Communicate effectively with pupils, parents and carers

Working with colleagues and other relevant professional

- Collaborate and work with colleagues and other relevant professional within and beyond the school
- Develop effective professional relationships with colleagues

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the school ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

Responsible to: Head Teacher

The School is committed to safeguarding children and promoting children's welfare. This post is subject to all the relevant pre-employment checks set out in Keeping Children Safe in Education, including an enhanced DBS certificate with a barred-list check.

The School will take all reasonably practicable steps to ensure the health, safety and welfare of all employees and any other person that enter the school or are affected by the activity undertaken, in line with statutory compliance. All employees are required, to adhere to the School's policies and procedures to protect themselves and others around them. Health and safety does not stand alone; it is embedded into daily practice, in line with relevant health and safety legislation, safeguarding and Ofsted requirements. Post holders will be accountable for carrying out all duties and responsibilities with due regard to the School's Equal Opportunities Policy.

In accordance with the GDPR UK regulations, duties which include processing of any personal data must be undertaken within the scope of the School's Data Protection policy.

Date Reviewed: October 2023