

DRAFT JOB DESCRIPTION

POST TITLE: SEND Co-ordinator

Name:

Date appointed:

Key Responsibilities:

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

In accordance with the school's policies and under the direction of the Headteacher:

Ethos, Aims and Values

To contribute to the development of a positive ethos in which all pupils have access to a broad, balanced and relevant curriculum and which contributes to their spiritual, moral, cultural, mental and physical development and prepares them for the opportunities, responsibilities and experiences of adult life

To maintain good order, discipline and respect for others among pupils; to promote understanding of the school's rules and values; to safeguard health and safety; and to develop relationships with and between pupils conducive to optimum learning.

Professional Knowledge and Understanding

An SEND teacher needs to develop the particular aspects of knowledge and understanding required for supporting the co-ordination and delivery of provision for SEND.

The SEND teacher should have knowledge and understanding of:

- Inclusive cultures, policies and practices and how these can be developed and embedded.
- The characteristics of effective teaching and learning styles and how these strategies can be used to improve achievement for SEND pupils.
- How to devise, implement and evaluate systems for identifying, assessing and reviewing pupils' educational and inclusion needs.
- The resources available to support inclusion and how they can help pupils to gain access to the curriculum, motivate and enable pupils, aid communication and promote high levels of achievement.
- Relevant legislation including the Special Educational Needs and Disability Act, government policy for gifted and talented pupils and equal opportunities legislation.
- Relevant research.
- The scope and role of external agencies to support the inclusion, and raise the achievement, of SEND pupils.

Teaching:

To plan and prepare schemes of work and complete planning documentation.

To teach, according to their educational needs, the pupils in the school including the setting and marking of work to be carried out;

To promote the intellectual, physical and personal abilities and aptitudes of the pupils in your groups and provide guidance and advice to pupils on educational and relevant social matters.

To make records of and reports on the personal and social needs of pupils;

To maintain an attractive and stimulating environment for learning.

Assessment Recording and Reporting:

To assess, record and report on the development, progress and attainment of the pupils in your group.

To provide or contribute to oral and written assessments, reports and references relating to individual

pupils and groups of pupils;

Appraisal:

To participate in arrangements for the appraisal of your own performance and that of other teachers.

Further Training and Professional Development:

To keep under review your methods of teaching and programmes of work; and participate in arrangements for your further training and professional development as a teacher.

Curriculum Development:

To advise and co-operate with the head teacher and other teachers on the preparation and development of courses of study, teaching materials, teaching schemes, methods of teaching and assessment and pastoral arrangements.

Discipline, health and safety:

To maintain good order and discipline among the pupils and safeguard their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.

Staff meetings:

To participate in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.

Communication

To communicate and consult with the parents of pupils, or others who have a legitimate interest in the pupils in your class.

To communicate and co-operate with persons or bodies outside the school; and participate in meetings arranged for any of the purposes described above;

Management and Administration:

To co-ordinate or manage the work of other staff, particularly TAs running intervention programmes in KS1;

To participate in administrative and organisational tasks related to such duties as are described above, including the direction or supervision of persons providing support for the teachers in the school; and

To attend assemblies, register the attendance of pupils and supervise pupils, whether these duties are to be performed before, during or after school sessions.

To take such part as may be required of you in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school;

Administration:

To participate in administrative and organisational tasks related to the duties described, including registering attendance of pupils

To order and monitor use of resources.

General Professional Duties

To carry out particular duties as may reasonably be assigned to you by the head teacher.

To contribute to the overall life and work of the school.