



Special Education and Additional Needs Coordinator

MAIN PURPOSE OF THE JOB

This is a draft job description and the areas of responsibility will be developed throughout the year to reflect the strengths of the post holder, their areas for development and their aspirations.

- ✚ To provide leadership of the provision for pupils with special educational needs (SEN) and additional needs (AN) including gifted and talented (G&T) across the school in order to ensure that these pupils make excellent progress.
- ✚ To effectively deploy teaching assistants and resources within the SEN/AN provision.
- ✚ To monitor and evaluate the development of teaching and learning strategies for pupils with SEN/AN.
- ✚ To ensure that staff are provided with relevant information and training relating to the support of these pupils.
- ✚ To be accountable for raising standards of pupils attainment and achievement with SEN/AN pupils in all year groups and abilities.
- ✚ To ensure that paperwork and Support Plans relating to pupils with SEN/AN meets statutory requirements and lead on the completion of entry and exit data including completion of diagnostic assessments e.g. YARC, SANDWELL and DRA.
- ✚ To maintain appropriate relationships with parents/carers of pupils with SEN/AN including pastoral needs and with relevant external organisations.

MAIN ACCOUNTABILITIES

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document.

Accountability

- ✚ Ensure that there is a strategic overview of provision for students with SEN/AN across the school which maximises their potential, and update a provision map termly.
- ✚ To deliver the school's SEN/AN policy.
- ✚ To carry out, monitor and evaluate the quality of teaching in interventions of pupils with SEN/AN across the school.
- ✚ To monitor the effectiveness of interventions for pupils with SEN/AN by evaluating the work of Wave 2 and Wave 3 teaching assistant interventions.
- ✚ Manage learning support assistants working directly with pupils with SEN/AN and ensure that they are effectively deployed, and the impact of their work is seen.

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- ✚ Ensure that the Headteacher, Deputy Headteacher and Governing Body are informed about current good practice and legislation relating to SEN/AN and inclusion and that policies and practices relating to SEN/AN are up to date.
- ✚ Develop and implement inclusive practice throughout the school and liaise with teachers across the school, including delivering appropriate training when necessary.
- ✚ Maintain an accurate SEN/AN register and provision map to ensure that provision meets the needs of pupils and statutory provision at all times, including overseeing the identification and review of pupils with SEN/AN.
- ✚ Ensure that Education and Health Care Plans (EHCPs) and other relevant documentation relating to students with SEN/AN are regularly reviewed with pupils, parents and other agencies and recommendations made are implemented.
- ✚ Monitor, analyse and report on assessment information for pupils with SEN/AN to ensure that they make excellent progress.
- ✚ Prepare for statutory assessments and ensure that all pupils with a EHC Plan have an annual review

Liaison

- ❖ Leadership Team and Governing Body
- ❖ Pupils
- ❖ Parents/Carers
- ❖ Teaching and Support Staff
- ❖ Local Education Authority representatives
- ❖ External agencies

Working Time

- ❖ This is a full-time post

MAIN DUTIES AND CORE ACCOUNTABILITIES

Teaching and Learning

- ✚ To plan and prepare lessons, teach pupils as assigned, including the setting and marking of work.
- ✚ To teach consistently high quality lessons as highlighted in the Teaching Standards.
- ✚ To assess, record and report on the progress and attainment of pupils with SEN/AN and put provision in place to ensure progress of pupils with SEN/AN is recorded through clear target setting.
- ✚ To monitor teaching and learning and academic progress of pupils with SEN/AN and lead appropriate intervention where required.
- ✚ To apply specialist methods of teaching and to participate in arrangements for further training.
- ✚ To effectively ensure the efficient deployment of classroom support.

- ✚ To maintain discipline in accordance with the school procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- ✚ Update professional knowledge and expertise as appropriate to keep up to date with developments in teaching practice and methodology in general, and in the curriculum areas taught in.
- ✚ Be fully aware of tracking and monitoring records for whole school, identify from EYFS to Year 6 pupils requiring specific support in order to provide interventions to boost pupils performance.

Recording and Assessment

- ✚ To monitor and evaluate pupil progress through Pivats system and provide assessment and feedback to pupils and staff.
- ✚ To organise and evaluate the tracking of pupil progress and use information to inform teaching and learning next steps.
- ✚ To keep abreast of all DfE SEN/AN assessment standards and report using pre key stage standards as necessary.
- ✚ To provide or contribute oral and written assessments, and reports as required for individual pupils to staff and parents.

Pastoral Care

- ✚ To communicate and consult with parents of pupils and with other appropriate persons and bodies outside the school, as appropriate.
- ✚ To participate in meetings arranged for any of the purposes described, with the school's directed time schedule.
- ✚ To lead on the completion of CAFs to support families where there has been an identified need.
- ✚ To liaise with outside agencies as appropriate, including play a lead role in Child in Need meetings.
- ✚ To promote the general progress and well-being of individual SEN/AN pupils.
- ✚ To hold parent/carer progress evenings/meetings, to discuss progress and next steps of SEN/AN pupils.
- ✚ To identify and celebrate SEN/AN pupil attainment and achievement in all aspects of school life.
- ✚ To monitor Home Learning, ensuring that it contributes to SEN/AN pupil achievement.
- ✚ Be keenly aware of the responsibility for safeguarding children and to help lead the application of the Child Protection and Safeguarding policy within the school.
- ✚ Comply with the school's Child Protection and Safeguarding policy in order to ensure the welfare of children and young persons.

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- ✚ To manage safeguarding issues relating to SEN/AN pupils and those with additional needs and ensure the Senior Designated Lead are informed of concerns.
- ✚ To lead on the provision to guidance of SEN/AN pupils on safeguarding and safe practices.
- ✚ To liaise with outside agencies as appropriate, including play a lead role in Child in Need meetings.

Other duties and responsibilities

- ✚ To play a full part in the life of the school community, to support Vision Statement and ethos and to encourage staff and pupils to follow this example.
- ✚ To contribute to the review of school policies as appropriate.
- ✚ To provide support for pupils emotional and social needs by encouraging and modelling positive behaviour in line with the school's Positive Behaviour Management policy and demonstrating high expectations of work and behaviour.
- ✚ To manage own record keeping in respect of individual pupils' development, progress and attainment as appropriate.
- ✚ To assist with the general pastoral care of the pupils.
- ✚ To attend relevant meetings and participate in training opportunities and performance development as required.
- ✚ To participate in agreed schemes of teacher appraisal.
- ✚ To develop links with governors, LA and partnership schools.
- ✚ To comply with school policies and procedures with regard to Health and Safety, equal opportunities and race equality.
- ✚ To attend training as and when necessary.
- ✚ To undertake any other duties as may be reasonably required.
- ✚ To participate in administrative and organisational tasks related to the duties described above.

Whilst every effort has been made to explain the main duties and accountabilities of the post, each individual task undertaken may not be identified.

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