

**JOHN COLET SCHOOL
JOB DESCRIPTION**

POST: Special Educational Needs and Disabilities Coordinator

RESPONSIBLE TO: SLT

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

Main Purpose

- To be accountable for and to provide professional leadership and management within Special Educational Needs and Disabilities (SEND) which secures outstanding progress, achievement and attainment through:
 - Outstanding quality interventions and learning support
 - Outstanding behaviour
 - To ensure the school's adherence to the SEND code of Practice.
 - Effective and efficient deployment of staff and resources
 - Ensuring all legal and statutory requirements are met for students with SEN.
 - Coordination of support for students with mental health issues.
- To undertake the normal classroom responsibilities of a class teacher and form tutor as set out in School Teachers' Pay and Conditions and the Teacher Standards.
- To promote and work within the school's ethos.

The post holder must successfully complete the National Award in Special Educational Needs within three years of starting in this post.

Position in Structure

You report to a member of the SLT.

Persons line managed

SEND Manager

Key Stages responsible for

All years with students with SEND

Teaching and Learning Responsibility

TLR 2c, 0.7 non-SEN teaching load

Strategic direction and development of the subject

Within the context of the school's aims and policies, to develop and implement subject policies, plans, targets and practices.

Teaching and learning

To secure and sustain outstanding teaching of and behaviour within SEN, evaluate the quality of teaching and standards of students' achievements, set challenging targets for improvement in student outcomes and liaise with parents and external agencies.

Leading and managing staff

To provide to all those with involvement in the teaching or support of SEN students,

the support, challenge, information and development necessary to sustain motivation and secure improvement in teaching and student outcomes.

Efficient and effective deployment of staff and resources

To identify the appropriate resources (human and material) needed to meet statutory and legal requirements and ensure that they are used efficiently, effectively and safely.

The job description allocates duties and responsibilities. It does not direct the particular amount of time to be spent in carrying them out and no part of it may be so construed. It is not necessarily a comprehensive definition of the post and should be seen as enabling rather than restrictive. It reflects the position at the current time only and it will be reviewed annually. It may be subject to modification or amendment after consultation with the post holder.

March 2019