

**SEND Co-ordinator**

**Job Description**

**The Role**

To lead and manager the strategic vision for SEND provision across the academy. To develop and support effective practice for pupils with particular learning needs to ensure their learning needs are addressed in the most effective way and, where appropriate, they are able to make rapid progress in line with the academy’s expectations. To lead responsibility for safeguarding and child protection within the role as Designated Safeguarding Lead.

**Key responsibilities**

* To develop the strategic direction and development of the SEN, EAL and Disadvantaged provision, including contributing to the establishing of policies and procedures to support this.
* To monitor the impact of teaching and learning activities on the progress made by students with SEN.
* To liaise with other schools to ensure continuity of support and learning when transferring students with SEN to the academy
* To support the development of high achieving classrooms which supports and fosters the achievement of students with additional learning needs
* To play a leading role in providing strategies to support students with SEN and EAL or who may be Disadvantaged to meet the academy’s demanding expectations in the area of behaviour for learning
* To provide cover for teachers within the academy, teaching engaging and effective lessons
* To contribute to the formulation of aims and objectives and the effective working of the academy.
* To lead responsibility for safeguarding and child protection, within the role as Designated Safeguarding Lead, with support from Deputy Safeguarding Leads.

**Outcomes and activities**

**Leading SEND**

* Develop strategies to ensure early identification of students with additional needs
* Identify and adopt effective teaching approaches for students with special and additional needs
* Monitor teaching and learning activities, to meet the needs of all students
* Establish and disseminate strategies that support all staff in their work with students
* Identify the training needs of staff and organise/coordinate INSET and CPD in SEN, EAL or other
* Develop staff support at all levels to ensure they have the best training to fulfil their roles
* In consultation with the Principal, deploy staff to ensure both best coverage of students and that individual needs are met.

**Teaching and Learning**

* Influence whole school teaching and learning policy to ensure aspects of inclusive teaching
* Identify and lead support groups according to student needs, e.g. ASD’s, Speech and Language, Behaviour etc.
* With direction from the Principal and within the context of the academies curriculum and schemes of work, plan and prepare effective teaching modules and lessons
* Teach engaging and effective lessons that motivate, inspire and improve student attainment
* To produce/contribute to oral and written assessments, reports and references relating to individual and groups of students
* Develop plans and processes for the classroom with measurable results and evaluate those results to make improvements in student achievement
* Ensure that all students achieve at least at chronological age level or, if well below level, make significant and continuing progress towards achieving at chronological age level
* Maintain regular and productive communication with students, parents and carers, to report on progress, sanctions and rewards and all other communications
* Oversee and monitor the quality of provision maps and BSPs such as pastoral support plans and maintain detailed information for subsequent meetings with parents
* Collect and interpret specialist assessment data gathered on students and use to inform practice
* Ensure statutory responsibilities for SEN Statements and their Annual Review are met.

**Academy Culture**

* Support the academies values and ethos by contributing to the development and implementation of policies practices and procedures
* Help create a strong academy community, characterised by consistent, orderly behaviour and caring, respectful relationships
* Help develop a culture and ethos that is utterly committed to achievement
* To be active in issues of student welfare and support particularly in relation to safeguarding and child protection.
* Support and work in collaboration with colleagues and other professional in and beyond the school, covering lessons and providing other support as required.

**Other**

* Undertake other various responsibilities as directed by the Principal.

**SEND Co-ordination**

**Person Specification**

**Qualification Criteria**

* Qualified to degree level and above
* Qualified to teach and work in the UK
* Undertaken or willingness to undertake specific SENCo training

**Experience**

* Experience of identifying, monitoring, evaluating and providing effective strategies for students with SEN
* Experience of raising attainment of all students in a challenging classroom environment
* Experience of reflecting on and improving teaching practice to increase student achievement
* Evidence of continually improving the teaching and learning in their year group though schemes of work, assessment and extra-curricular activities etc.

**Behaviours**

**Leadership and Management**

* Effective team member and leader
* High level of self-awareness and self-management in stressful situations
* High expectations for accountability and consistency
* Acts as a role model to staff and students
* Vision aligned with Ark’s high aspirations, high expectations of self and others
* Genuine passion and a belief in the potential of every student
* Motivation to continually improve standards and achieve excellence
* Commitment to the safeguarding and welfare of all students.

**Teaching and Learning**

* Excellent SEN & classroom practitioner
* Effective and systematic behaviour management, with clear boundaries, sanctions, praise and reward
* Has excellent communication, planning and organisational skills
* Demonstrates resilience, motivation and commitment to driving up standards of achievement
* Acts as a role model to staff and students
* Commitment to regular and on-going professional development and training to establish outstanding classroom practice.

**Other**

* Commitment to equality of opportunity and the safeguarding and welfare of all students
* Willingness to undertake training
* This post is subject to an enhanced Disclosure & Barring Service check.

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies.  In order to meet this responsibility, we follow a rigorous selection process. This process is outlined* [*here*](http://arkonline.org/sites/default/files/Ark_safe_recruitment.pdf)*, but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check*.