**Special Educational Needs Coordinator**

**The Becket School**

**JOB DESCRIPTION**

***Core purpose***

* To promote and develop the SEN Policy in school ensuring that all staff are aware of and fulfil their statutory responsibilities to pupils with special educational needs
* To be responsible for directing the school’s approach to addressing the needs of children who need help in overcoming barriers to learning and developing their potential, both inside and outside school
* To raise standards of attainment and achievement with students with SEN and other additional needs
* To develop and enhance the teaching practice of others e.g. by providing training opportunities for staff with regard to special educational needs
* To have overall responsibility for the management and deployment of support staff, financial and physical resources within the department
* To perform those duties traditionally associated with the SENCO role

**Specific areas of responsibility and key tasks:**

**Operations/ strategic planning:**

* To work with colleagues to formulate aims, objectives and strategic plans for SEN provision which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the School
* To establish and maintain a strategic direction for Learning Support in accordance with the priorities of the School Development Plan; devising, implementing and evaluating a Departmental Development Plan, advising the school’s leadership team.
* To comply with statutory obligations.
* To liaise with parents to foster and develop positive home/school relationships
* To attend and contribute to the Inclusion Team Meetings and strategic plans for inclusion
* To implement School Policies and procedures
* To have overall responsibility for the efficient and effective deployment of staff
* To contribute to and participate in Performance Management Reviews
* To participate in the interview process for new staff when required and to ensure effective induction of new staff in line with School procedures
* To promote teamwork and to motivate staff to ensure effective working relations
* To participate in the school’s ISE programme.
* To be a member of the school’s Curriculum Leadership Group and other strategic groups as appropriate

**Quality Assurance:**

* To ensure the operation of quality control systems
* To implement the School’s Quality Assurance procedures and to ensure adherence to these within the Key Stage
* To seek/implement modification and improvement where required

**Management Information:**

* To ensure the maintenance of accurate and up-to-date information concerning the department on the management information system including maintaining a list of pupils with SEN support and with an EHCP
* To make use of analysis and evaluate performance data provided
* To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken
* To produce reports within the quality assurance cycle for the department
* To ensure that the Senior Leadership Team and the Governing Body are kept informed on the nature and effectiveness of provision for pupils with special educational needs

**Communications:**

* To co-ordinate the collection of evidence with regard to the needs of individual students; to ensure relevant and effective IEPs are implemented, monitored and reviewed
* To liaise with parents and create effective home/school links
* To liaise with outside agencies to ensure the co-ordinated and effective use of available resources
* To work with other specialists within the school
* To work with the family SENCOs in order to support the family of schools to develop a positive and collaborative approach to meetings the needs of pupils with additional needs
* To maintain appropriate records and to provide departments with appropriate information and support to ensure subject teachers are able to meet the leaning needs of pupils with SEN

**Marketing and Liaison:**

* To contribute to the school liaison and marketing activities e.g. the collection of material for press releases
* To lead the development of effective links with partner schools and the community and to attend liaison events in partner schools where necessary
* To promote the development of effective school links with external agencies.

**Other specific duties:**

* To act as a positive role model in terms of school procedures, practices and ethos supporting the School’s distinctive Catholic mission and ethos and encouraging staff and students to follow this example.
* To play a full part in the life of the school community
* To promote actively the school’s corporate policies.
* To continue personal development as agreed.
* To comply with the school’s Health and safety policy and undertake risk assessments as appropriate.
* To teach groups/classes as determined by line manager and timetable plan
* To undertake any other duty as specified by STPCB not mentioned in the above.

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

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

*The Our Lady of Lourdes Catholic Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.*

*The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.*

*Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed, and would not in itself justify a reconsideration of the grading of the post.*