

Our Motto is “The Pursuit of Excellence”

Special Educational Needs and Disabilities (SEND) Co-ordinator

Job Description

Wootton 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.

Job Description:	<p>At the heart of subject leadership is the provision of professional leadership to secure high quality teaching and learning, effective use of resources, improving standards of achievement for all students, and the promotion of students’ personal development and well-being.</p> <p>A Head of Department must provide strategic leadership and direction for the department and ensure that it is managed and organised to meet both Trust wide and local [i.e. departmental] aims and objectives.</p>
Job Purpose:	<p>To lead and manage the provision of special educational needs learning support. To provide professional guidance in the area of SEND in order to secure quality first teaching and learning and the effective use of resources to bring about improved standards of achievement for all students across the Trust.</p>
Job Title:	SEND Co-ordinator
Location:	Wootton Academy Trust based at Wootton Upper School
Reporting Line:	Deputy Head of Wootton Upper School
Hours:	Full Time
Line management responsibility for:	Teaching Assistants (as required)
Working Time and Conditions:	These will be as specified in the latest School Teachers Pay and Conditions Document.
Dimensions:	<p>The post holder will be responsible for the following, with reference to the national framework for middle leaders:</p> <ul style="list-style-type: none"> - The strategic direction and development of the subject; - Teaching and learning; - Leading and managing staff; - Pupil progress and standards of achievement; and - The efficient and effective deployment of staff and resources. -

**Principal
Accountabilities/
Responsibilities**

To develop, implement, monitor and maintain SEND policies and practices, which reflect the Trust's commitment to high achievement and which are consistent with national and Trust strategies and policies.

Contribute to a positive ethos in which all pupils have equal access to a broad, balanced and relevant curriculum.

Monitor the quality of support for pupils with SEND by establishing effective systems to identify and meet the needs of students, whilst ensuring that the systems are co-ordinated, evaluated and regularly reviewed.

Disseminate good practice relating to SEND across the Trust through coaching, mentoring, INSET and formal guidance of teaching and support staff.

Analyse and interpret relevant Trust, local and national information and data relating to pupils with SEND and advise the Trust of the level of resources or interventions required to maximise progress and achievement and address any issues.

Set up and develop systems for identifying, assessing and reviewing SEN provision across the Trust including maintaining provision maps, data analysis systems, work scrutinise and observations.

Co-ordinate access arrangement applications so that special arrangements and reasonable adjustments are in place for external examinations.

Support the provision of extra support to pupils with special educational needs negotiating the levels of provision with staff and pupils.

Work with pupils and staff to ensure realistic expectations of behaviour and achievement are set for students with SEND.

Assist with managing the professional development of staff within the area of SEND and evaluate the impact of teaching and learning.

Develop systems for colleagues to monitor and record on progress made by students with SEND towards the achievements of targets set in support plans.

Lead Annual Review meetings for pupils with EHCPs.

To oversee the provision for medical needs children.

Liaise with local authorities, external agencies, parents and other schools regarding transition, co-ordinating a specialist response and providing maximum support and continuity of educational provision for students with SEND.

Produce reports for the Executive Principal, Multi Academy Trust Local Governing Boards, Head of School and Head of College as required on SEND provision.

Ensuring that SEND content on the Trust's websites is current and complete.

Promote and maintain high quality in the Student Support Centre, of which key components are:

- Ensuring high expectations within the team, especially concerning standards of classroom management and pupil behaviour.
- The security and condition of fabric, equipment, materials and display work within the teaching area and maintaining an inventory of equipment.

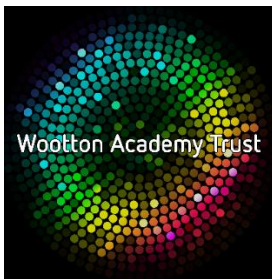
- The induction and support of new staff and pupils to the faculty.
- Involving staff in decision making and reporting back discussions and decisions.
- Creating, maintaining and enhancing effective relationships across the pastoral and inclusion team to ensure the best provision for all pupils.

Other Specific Duties:

To undertake any other duty as specified by the STPCD not mentioned in the above.

To comply with any reasonable request from a manager to undertake work of a similar level that is not specified in the job description.

The job description is current at the date shown, but, in consultation with you may be changed by the Executive Principal to meet changing regulations or circumstances. These would be commensurate with the grade and title of the post.



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Special Educational Needs and Disabilities (SEND) Co-ordinator Person Specification		
	Essential Criteria	Desirable Criteria
Qualifications	<p>Qualified Teacher Status.</p> <p>Good honours degree.</p> <p>National professional SEND Qualification.</p>	<p>Access Arrangements qualification.</p>
Experience	<p>An outstanding subject teacher with teaching experience covering Yr9-Yr13.</p> <p>A track record of students achieving high levels of progress.</p> <p>Experience of working with data and systems of analysis and intervention.</p> <p>Experience of effective deployment of staff and resources.</p>	<p>Experience of working in a Learning Support Management Team</p> <p>Previous experience in a SEN leadership role.</p>
Knowledge & Skills	<p>Ability to generate and share a vision, lead and manage change effectively.</p> <p>Ability to demonstrate and implement a range of management and leadership styles which encompass appropriate levels of support and challenge.</p> <p>Ability to relate effectively with and gain the respect of staff and pupils.</p> <p>Ability to develop appropriate links with parents and the wider community (including external agencies and professionals).</p> <p>Ability to evidence and maintain records and manage and use information and data effectively.</p> <p>An understanding of current educational developments and a clear grasp of issues relating to education, the SEN Code of Practice and other recent initiatives.</p> <p>Ability to contribute to the further development of Schemes of Learning at all Key Stages.</p>	<p>Knowledge of Ofsted framework.</p>

	<p>Sound knowledge of Information Technology and current issues in this area, including the use of ICT in effective teaching and learning.</p> <p>Ability to create an environment that values feedback from all in order to improve student learning and motivation.</p> <p>Excellent interpersonal, communication and behavioural management skills.</p> <p>Excellent organisational skills, with the ability to remain calm under pressure and work to tight deadlines, managing competing priorities.</p> <p>Knowledge and understanding of mixed-attainment teaching and adapt to the varying demands of each classroom situation.</p>	
<p>Personal competencies and qualities</p>	<p>Personal confidence, presence & authority.</p> <p>An empathy for children from a wide variety of social and cultural backgrounds.</p> <p>Enthusiastic and self-motivated, patient.</p> <p>Diplomatic, confidential and professional.</p> <p>Possess personal warmth and be able to gain the confidence of students and parents, demonstrating the ability to create a positive rapport with students and a safe environment within which the student can flourish.</p> <p>To be committed to the comprehensive ideal, to the principles and practice of equal opportunities and of mixed-attainment teaching.</p> <p>To believe in the importance of teamwork, both at departmental and Trust level.</p> <p>Possess a positive attitude and approach to change and development.</p> <p>Flexible to meet the needs of Wootton Academy Trust.</p> <p>Commitment to continuous professional development.</p>	