

Dear Applicant

Thank you for your interest in the position of **SEND Coordinator at Dean Trust Ardwick, 345 Stockport Road, Ardwick M13 0LF.**

**Teaching & Learning Responsibility – TLR 2a £2,667**

Please find below a job description and person specification.

If you would like to learn more about The Dean Trust, please visit [thethedeantrust.co.uk](http://thethedeantrust.co.uk).

**Method of Application**

The preferred method of application is electronically via email to [recruitment@thedeantrust.co.uk](mailto:recruitment@thedeantrust.co.uk). All applications must be made using the Dean Trust's application form. Applications will be shortlisted for interview and the HR Department will contact those applicants who are selected.

**Closing Date**

Applications received after the closing time of **10am Thursday 17<sup>th</sup> May 2018** will not be considered.

The Dean Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

If you have any questions please contact us on 0161 973 1179 or email [recruitment@thedeantrust.co.uk](mailto:recruitment@thedeantrust.co.uk). Thank you again for your interest in working for The Dean Trust. We look forward to hearing from you.

Human Resources Department

**Believe Achieve Succeed**

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# Job Description

The information contained below is to help staff understand and appreciate the work content of their post and the role they are to play in the operation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description.

<b>Job title</b>	<b>Assistant SENDCo</b>
<b>Reporting to</b>	<b>SENDCo</b>
<b>Main purpose of job</b>	This is a support leadership post within the school and as such the post holder will be expected to make significant contributions to whole school planning and development. The post holder will help lead a team of HLTAs/TAs and report directly to the SENDCo.
<b>Key responsibilities:</b>	
<ul style="list-style-type: none"><li>• The effective implementation of School and Education Health Care Plans/Statements</li><li>• Support the school's provision for Special Educational Needs and Disabilities</li><li>• Supporting the inclusion of all pupils across the school</li></ul>	
<b>Teaching and learning</b>	<ul style="list-style-type: none"><li>• Identify and adopt the most effective teaching approaches for pupils with SEND</li><li>• Monitor, evaluate and adjust teaching and learning activities to meet the needs of pupils with SEND</li><li>• Identify and teach the basic skills that will develop pupils' ability to work independently</li><li>• Meet individual pupils SEND needs</li><li>• Evaluate assessment data and discuss next steps with the SENDCo</li><li>• Ensure all staff understand access arrangements for SEND and coordinate the process</li></ul>
<b>Recording and assessment</b>	<ul style="list-style-type: none"><li>• Set appropriately challenging targets for raising achievement among pupils with SEND</li><li>• Undertake appropriate tracking and analysis to maximise SEND pupils' attendance and behaviour</li><li>• Identify, assess and review SEND and collect and interpret SEND assessment data</li><li>• Enable early identification and intervention through assessment and observation within our primary school partners</li><li>• Ensure the interventions identified within each year group meet the needs of all pupils with SEND</li><li>• In collaboration with class teachers, keep parents informed (through structured conversations) about their child's progress at key and regular intervals throughout the year</li></ul>
<b>Training and development</b>	<ul style="list-style-type: none"><li>• Deliver and share training and development opportunities within school</li><li>• Support new members of staff, including Newly Qualified Teachers and Trainees</li><li>• Ensure teachers know the strengths and targets for all SEND pupils and that they use the strategies within statements/EHC Plans and the</li></ul>

	<p>recommendations within specialists' reports, in their planning for pupils with SEND</p> <ul style="list-style-type: none"> <li>• Take an active role in organising assemblies &amp; special curriculum events</li> <li>• Assist class teachers and TAs in their communications with parents</li> </ul>
<p><b>Leadership and management</b></p>	<ul style="list-style-type: none"> <li>• Strategically support the large team of staff working in SEND</li> <li>• Provide training opportunities teaching assistants including HLTAs, teachers and other adults working with our pupils, to learn about particular aspects of SEND and effective teaching strategies</li> <li>• Support inset to assist teachers in providing early intervention for pupils with SEND through first quality practice</li> <li>• Help teachers with pupils with SEND and EHCPs to meet individual needs and ensure statutory paperwork and other preparation for meetings e.g. Multi Professional Planning Meetings are completed in good time and, where necessary send reviews to the appropriate agencies</li> <li>• Monitor the children with SEND to check that they are making expected progress or better throughout the school</li> <li>• Attend pupil progress meetings to provide challenge and support to improve their progress</li> <li>• Monitor the effectiveness of interventions delivered by teaching assistants/HLTAs and the impact they have on pupils when working with them in classes</li> <li>• Write and review action plans for improving provision and achievement of SEND.</li> <li>• Develop productive partnerships with outside agencies and identify needs across the school for commissioning support</li> </ul>
<p><b>Standards and quality assurance</b></p>	<ul style="list-style-type: none"> <li>• Support and promote the high aspirations, positive ethos and inclusive culture of the school to colleagues, governors, parents, children and members of the wider community</li> <li>• Provide a key reference point in providing information and support for families of children with SEND</li> <li>• Support and promote all school policies and procedures, particularly those relating to child protection and safeguarding, equality, health and safety, confidentiality, behaviour, data protection and supporting pupils with medical needs in particular</li> <li>• Liaise with the SENDCo promptly following meetings regarding pupils and parents of the school and keep up to date records of any actions/outcomes from the meetings</li> <li>• Be aware of and support pupil differences and ensure that all pupils have equal access to all school opportunities</li> <li>• To promote the general progress and wellbeing of individual pupils throughout the school</li> <li>• To provide advice and guidance to pupils and parents on educational, emotional and social matters in line with school policies</li> <li>• Attend and participate fully in school events e.g. open evenings, parental workshops and pupil performances</li> <li>• Attend Key Stage, year group and staff meetings as identified on the school's INSET calendar</li> <li>• Develop strong links with the community</li> </ul>

**All employees have the responsibility to:**

- Ensure any documentation produced is to a high standard and is in line with the brand style
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Participate in training and other learning activities as required
- Participate in the school/academy Performance Management process
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- To promote the area of responsibility within the school/academy and beyond
- To represent the school/academy at events as appropriate
- To support and promote the school/academy ethos
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post
- To undertake any other reasonable duties at the request of the Chief Executive Officer and Headteacher

All post holders must comply with The Dean Trust professional standards for leaders and managers. The job description will be reviewed as necessary as part of the Performance Management process and is subject to modification and amendment at any time after consultation with the post holder

Should the successful applicant be a Newly Qualified Teacher, the appointment, in the first instance, would be for a period of 1 year with a review on successful completion of NQT year.



# Person Specification

<b>Education and qualifications</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Honours degree</li> <li>• Qualified Teacher Status</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Good Honours degree (2:1)</li> <li>• Further qualification in SEND or willingness to undertake SENCo training</li> </ul>
<b>Experience</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Enthusiastic and excellent classroom practitioner</li> <li>• Teaching all aspects of a Curriculum area across the full age/ability range</li> <li>• Successful work undertaken with SEND pupils</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Experience of successfully leading whole school initiatives</li> </ul>
<b>Knowledge</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• To be able to role model the highest expectations</li> <li>• To be adaptable to changing circumstances and new ideas</li> <li>• Must have enthusiasm, energy, self-confidence and perseverance</li> <li>• Ability to motivate others, think creatively and imaginatively</li> <li>• A secure commitment to the continuing development of SEND within the school</li> <li>• To be able to prioritise, plan and organise the work of the SEND department</li> <li>• To deal sensitively with people, recognising individual needs and taking account of these in ensuring a consistent team approach to raising achievement in SEND</li> <li>• To acknowledge and utilise the experience, expertise and contribution of others</li> <li>• To set standards and provide a role model for pupils and other staff in the teaching and learning of SEND</li> <li>• To analyse, understand and interpret relevant information and data such as benchmark information</li> <li>• To think creatively and imaginatively and be able to identify and implement opportunities to move the department forwards</li> <li>• To complete tasks within a specific time frame</li> <li>• To review the quality of teaching and learning, showing a clear understanding of what 'outstanding' practice looks like</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• To be an excellent practitioner in ICT related to administration and pupil learning</li> </ul>
<b>Skills and abilities</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• To communicate effectively, orally and in writing staff, pupils, parents, external agencies and the wider community including business and industry partners</li> <li>• To use every opportunity to promote SEND to pupils, parents and the wider community</li> <li>• To be able to work effectively under pressure and meet challenging work related deadlines</li> <li>• To have a sense of humour and a desire to contribute to wider aspects of school life</li> </ul>

**Desirable**

- Communicate effectively with employers and links with outside agencies