



Harmonize Academy

Job Description

SEND CO-ORDINATOR

In choosing Teachers we will be looking for outstanding teachers for an exceptional Alternative Provision Free School, someone who is suitably qualified, experienced and enthusiastic who can teach, inspire and manage pupils with a range of social, emotional and behavioural needs. This is a unique opportunity for an accomplished person to apply his/her teaching skills to our learning provision.

Potential candidates can arrange to visit and tour the school during the application stage.

Purpose of the post

To support the Vice Principal in shaping the delivery of SEN provision within the school and shall work with teaching and support staff on implementing related policy in order to raise achievement. To develop and implement strategies to ensure that all students with special educational needs, difficulties or disabilities have access to the full range of curriculum provision and educational resources.

To keep abreast of relevant national and local developments, advise the Principal and Vice Principal on relevant legislation and other matters, and contribute to the strategic development planning process. To assist the Principal, Vice Principal and governors in formulating appropriate provision and development priorities, to ensure equal opportunities and the implementation of identified personalised learning.

We require outstanding practitioners that will contribute to the management and organisation of the school in securing the highest standards of student achievement and school efficiency.

Salary

A range of three points on the leadership group spine from point L4 to point L6.

Line of responsibility

The SEN co-ordinator is directly responsible to the Vice Principal.

Line management

All SEN support staff.

Key responsibility areas:

SEN Duties and Responsibilities

- To co-ordinate special educational needs provision throughout the school, compliant with the school aims and in pursuit of high standards of achievement.
- To lead and advise all members of staff in the development of appropriate strategies, methods and resources for differentiation.

- To liaise with, and manage the contribution of, external agencies, providers and workers, including medical and social services and shall ensure student entitlements to any additional support due to SEN. To ensure appropriate levels of training and support to increase staff confidence and competence in teaching and working with students with SEN. To foster enjoyment and satisfaction in the SEN programme of study for both students and staff and to ensure effective implementation and application of monitoring, recording and reporting procedures to support all students with SEN in realising their full potential.
- To organise and lead teaching and support staff assigned to supporting children with special educational needs; and to train staff in the most effective strategies to integrate these students into lessons.
- To contribute to school self-evaluation and to the annual school development plan and shall contribute, as required, to the development of whole school initiatives. To monitor and evaluate the effectiveness of the school's SEN provision in accordance with the school's policies and development priorities. To assist the Principal and Vice Principal in formulating the curriculum provision and monitor and evaluate learning programmes to ensure their effectiveness.
- To monitor resource allocation to ensure quality of experience.
- To encourage, monitor and evaluate professional development for all staff members for whom s/he is responsible.
- To promote the value of quality support education throughout the school.
- To monitor all aspects of risk assessment relating to the school environment and the working practices of staff. To maintain and review a risk assessment log and immediately report any concerns to the Vice Principal and Principal.
- To review, develop and promote the school's SEND code of practice.
- To liaise with others to prepare and review annually schemes of work which encompass content method, technique and use of resources and regularly meet with staff to consider matters of administration and strategies to raise standards.
- To liaise on a regular basis on all issues pertinent to quality SEN provision and feedback to senior colleagues as appropriate.
- To manage the SEN internal budget and any special grants and ensure value for money in the allocation of resources.
- To ensure that changes in allocation of additional support are implemented quickly and fairly for students and staff concerned.
- To contribute positively to the school's appraisal programme, ensuring the setting of targets which challenge and motivate staff and which support the objectives identified within the school development plan. To ensure, as far as practicable, the code of practice is compliant with all statutory requirements and that it is fully implemented.

General Responsibilities

- To participate in the on-going review and development of the School Development Plan, attending staff meetings and curriculum workshops as appropriate;
- To acknowledge and respond appropriately to Health and Safety requirements (as detailed in the school's Health & Safety policy) where pupils and colleagues are concerned;
- To liaise with Parents, Carers, Social Care and Health, Psychological, Medical and Learning Support Services where appropriate, and in consultation with the Vice Principal and Principal;
- To participate in the school's programme for mainstream inclusion;
- To participate in outreach support to mainstream schools, as appropriate;
- To participate in the school's Professional Development and Performance Management Programme, and in its review and further development;
- To take all reasonable steps to maintain good order and discipline amongst students and safeguard their health and safety, both when they are authorised to be on school premises and when they engage in authorised school activities off-site;
- To share in the social, moral and emotional development of all the students in the school;
- To establish, maintain and develop good relationships with all parents;
- To develop and maintain a positive image of our school in the community;
- To support the supervision of students at break times and lunch times in accordance with the school's policy;
- To participate in and contribute to meetings which related to the curriculum, administration or organisation of the school;
- To attend staff meetings at agreed times, to plan, discuss and review school policy

All Academy staff are expected to:

- Work towards and support the Academy Trust vision and objectives;
- Support and contribute to the school's responsibility for safeguarding students;
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors;
- Work within the Academy Trust's Equal Opportunities policy to promote equality of opportunity for all pupils and staff, both current and prospective;
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents and colleagues;
- Engage actively in the performance review process;
- Adhere to Academy Trust policies and procedures as notified to staff;
- Undertake other reasonable duties related to the job purpose required from time to time.

This job description should be seen as enabling rather than restrictive and will be subject to regular review.