

# MANSFIELD GREEN E-ACT PRIMARY ACADEMY

## Job Description

**Post Title:** Special Education Needs Coordinator  
**Salary Scale:** TLR 2C £6,450 dependent upon experience  
**Reporting to:** Head teacher

### **Overall Responsibility:**

- To lead, manage, develop and maintain high quality SEN provision which enables quality teaching, excellent learning outcomes and success for all pupils.
- To model effective teaching, to coach and train colleagues and to teach across the Academy.
- To keep all aspects of paperwork including records and policies, up-to-date and actioned, as appropriate.
- Specific responsibility of SENCO.

### **Key Accountabilities**

- Contribute to a positive ethos in which all pupils have access to a broad, balanced and relevant curriculum.
- Support all staff in understanding the needs of SEN pupils.
- Devise and promote plans to ensure the needs of pupils with SEN are met and that they are reflected in the Academy Improvement Plan.
- Regularly monitor progress against targets for pupils with SEN from teachers' plans, evaluate the effectiveness of teaching and learning by work analysis and use these analyses to guide future improvements.
- Analyse and interpret relevant school, local and national information relating to pupils with SEN and advise the Principal on the level of resources required to maximise achievement.
- Liaise with staff, parents, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of educational provision for pupils with SEN.
- Develop partnerships with parents to ensure that their views are considered and acted upon appropriately.
- Ensure that pupils with SEN are enabled to share their views and that these are acted upon appropriately.
- To contribute daily to lunchtime supervision.
- Oversight of all external agencies relating to inclusive practice.

### **Teaching and learning:**

- Support the identification of, and disseminate the most effective teaching approaches for pupils with SEN.
- Collect and interpret specialist assessment data on SEN to inform practice
- Work with Pupils, Class Teacher and Phase Leaders to ensure realistic and challenging expectations of pupils with SEN.
- Monitor the use of resources, teaching activities and target setting and develop and maintain a recording system for progress of pupils with SEN.

### **Leading and Managing Staff:**

- Achieve constructive working relationships and establish opportunities for the Teaching Assistants and Teachers to review the needs, progress and targets of pupils with SEN
- Provide regular information to the Senior Leadership Team on the effectiveness of SEN provision and outcomes.
- Advise and contribute to all aspects of SEN training to ensure the professional development of staff.

### **Parents and the Local Community:**

- Play a full part in the life of the school community.
- Work with parents and families who have a child with SEN offering support and guidance.
- Encourage parents to participate in the life of the school in a variety of ways.

### **Managing own Performance and Development:**

- Demonstrate resilience and resourcefulness.
- Take responsibility for own professional development.
- Participate in the School's appraisal and professional development scheme, ensuring that objectives are set and met within the agreed time-scale.
- Think creatively and imaginatively to anticipate and solve problems and identify opportunities.

**Use of Resources:**

- Identify appropriate resources to promote and support the achievements of SEN children and ensure they are used efficiently, effectively and safely.

**Additional Responsibilities and General Requirements:**

- Undertake any professional duties commensurate with the grade of the post, reasonably delegated to him/her by the Principal.
- Show commitment to the Academy,, its inclusive ethos and equal opportunities for all in the Academy, community, opposing strongly any form of discrimination
- Attend and participate in relevant training sharing the knowledge and ideas gained with colleagues.