Job Description

Job Purpose
This position is for an experienced SENDCo to work across two primary schools within Oak Trees Multi-Academy Trust. The post will be advertised across a pay scale range of MS3-UPS3 with a SEND Allowance, depending upon the skill set of the candidate applying. . The job purpose is to promote integrated working through co-ordinating assessment, planning and review processes for children with Special Educational Needs Disability and to engage other teams to contribute to assessment and planning as appropriate. There will be a need for sensitive communication with parents, schools and other agencies.
Major Tasks
Generic tasks listed below: • To communicate effectively with team members across school to support with SEND & Inclusion • To coordinate the provision across school for pupils with SEND • To comply with statutory guidelines in relation to SEND • To ensure individual objectives are delivered within agreed timescales. • To ensure school resources are used as efficiently as possible • To promote integration for children with disabilities and additional needs • To manage the provision for pupils with EHCPs • To be responsible for the medical needs of pupils in school and IHCPs • • To recognise personal development needs and discuss ways to address them with SLT • To develop good relationships with others by behaving with integrity and treating people with respect • To understand and adhere to school and service level policies • In addition specific tasks: • Responsible for processing EHCNA requests, liaising with MAT SEND Lead and Team Leads as appropriate • To co-ordinate existing assessments, identify potential gaps in assessment and support the development of a learning support plan to meet the child's immediate needs. • To co-ordinate and record case discussions where the child/young person has needs that impacts on his/her educational attainment. • Proactive in anticipating significant changes in the child/young person's educational needs due to transitional stages and planning for these transition points. • To provide support and advice to educational settings, which will include attendance at meetings in order to represent and support the development of Education Health Care Plans (EHCP) and annual reviews.

- Work with admin colleagues to co-ordinate diaries, organise meetings etc.
- To work with parents/carers to support pupil's with SEND
- To respond sensitively to questions or concerns from parents/carers
- To provide support and advice for other professionals and liaison with colleagues in other teams and other local authorities regarding issues relating to Special Educational Needs.
- Close liaison external agencies working with children with special or additional educational needs to support the provision of appropriate resources to meet needs.
- To work in collaboration with SEND Officers, to review EHC plans and ensuring they reflect the multi- agency service provision.
- Preparation of statistics and reports as required, including receiving and verifying data received from schools and other external sources
- To adhere to protocol and procedures when inputting data on the integrated IT systems.
- Contribute to the development of SEND procedures through regular workshops.
- To plan a program of CPD for staff related to SEND

Contacts & Relationships

Internal contacts: MAT SEND Lead, and officers from SEND & Inclusion and across Wirral Council. Responding to enquiries, sharing information, discussing future strategy and plans.

External contacts: Parents/carers, children and young people, schools and their head teachers, other Local Authorities, pre-school providers, other agencies including health professionals. For the purpose of providing advice, sharing information about children, negotiation and influencing contacts.

Creativity

- Using imagination and creative skills to identify new effective approaches to achieving the best possible outcomes for pupils with SEND.
- Supporting the use IT systems that supports SEND & Inclusion in order to manage provision delivery effectively and develop the information necessary for reports.
- Negotiating provision with families and agencies to support the EHC plans of the children/young people.

- The SENDCO will lead on changing practice due to the changes in legislation with regard to the additional and Special Educational needs of children and young people. The SENDCO will need to be creative in promoting innovative practice and identifying new effective approaches to achieving service area priorities.
- To contribute to the school website to support parents/carers with sign posting to support services

Decisions

- The SENDCo will make decisions in accordance with policies and procedures and make recommendations with MAT SEND Lead.
- The SENDCO will work in collaboration with school staff, parents/carers and external agencies when planning and arranging meetings.
- They will work with admin colleagues to co-ordinate data accuracy for school census

Management & Supervision

- The SENDCo will have supervisory responsibilities for support staff in school
- They may provide a mentoring role for new members of staff, to explain and model processes related to SEND but there is no teaching commitment with this role.

Supervision Received

- There will be daily oversight of practice from the headteacher
- There is a requirement to plan and arrange own workload in liaison with the MAT SEND Lead.
- The SENDCO will work closely with MAT SEND Lead and attend regular team meetings.

Complexity

- The work is highly complex and the SENDCO requires a high degree of skill in working across professional knowledge and skills, recognising the complexity of ensuring that the holistic needs of the child/young person are met.
- The SENDCO will have to balance a number of factors in order to make decisions and inform the headteacher of SEND needs across school

Resources

The post holder will be responsible for using ICT equipment and other resources including photocopier and scanner.

Impact

This post will be responsible for the impact on a range of school priorities including:

- The delivery of appropriate provision for children with SEND in school
- Ensuring pupils with SEND are making progress and evidence this
- Championing the needs of our most vulnerable learners

Working Environment

This role would be school based across two settings. There would be an expectation to be involved with school life.
Other
The SENDCO will be expected carry out any other duties as are within the scope, spirit and purpose of the job, commensurate with the grade. The SENDCO will be expected to actively follow Oak Trees MAT policies, including those such as Equal Opportunities, Human Resources, Information Security and Code of Conduct etc. The postholder will be expected to maintain an awareness and observation of Fire and Health & Safety Regulations.