

Chase Lane Primary School and Nursery Unit

Special Needs Co-ordinator

JOB DESCRIPTION

The appointment is subject to the current conditions for teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and other current legislation.

This job description may be amended at any time following discussion between the Head teacher and member of staff, and will be reviewed annually. The following is a list of specific activities and responsibilities in addition to occasional class teacher responsibilities.

Job Purpose

To support, hold accountable, develop and lead a team of staff, focusing on Special Needs to ensure high standards of teaching and learning and the well-being of staff and pupils. To make a significant contribution to developing the vision of the school and the safeguarding of pupils. To be a member of the safeguarding team.

ACCOUNTABILITIES

A. Strategic directions development of the school and monitoring and evaluation.

1. Support the vision, ethos and policies of the school and promote outstanding outcomes for learning and well-being as a member of the senior leadership team.
2. Attend Senior Leadership meetings regularly.
3. As a member of the school leadership team, be involved in the planning, monitoring, evaluation and development of the school.
4. To take lead and inspire colleagues as a champion for SEN across the school responsibility for Special Educational Needs.
5. To be responsible to the Head Teacher for the standards of Teaching and Learning and outcomes of the Special Needs children
6. To always have up to date data with regards attainment and achievement of Special Needs children.
7. To produce relevant reports, including accounts of the Special Needs children's attainment and achievement on an individual and group basis.
8. To maintain an open, regular and positive dialogue with the parents/carers of children with SEN.
9. To take lead responsibility for Children in Care, their education and well-being within the school community.

10. Liaise with all outside agencies and families on a regular basis including annual reviews for EHCP's
11. As a member of the safeguarding team, ensure that the needs of all children, including those with SEN, are met and families are supported.
12. As a member of the senior leadership team take an active role in the evaluation of provision for those with SEN.
13. Maintain smooth operational effectiveness of the classroom support staff team and the SEN administration.

B. Teaching and Learning

1. Act as a role model for others through the setting of high personal standards of classroom practice in order to develop a stimulating and challenging learning environment which secures effective learning and provides high standards of achievement attainment and behaviour.
2. Classroom and work spaces always to be well organised.

C. Leading and managing people.

1. To be an exemplary classroom practitioner.
2. Provide a professional model for others, demonstrating effective teaching, classroom organisation and display high standards of achievement, behaviour and discipline; demonstrate personal commitment to quality and excellence and resolution in achieving them.
3. Be involved in the implementation of the Performance Management of colleagues and integrate this into their performance development. This will involve giving constructive feedback to colleagues about their strengths and weaknesses.
4. Assist the Head Teacher in maintaining and developing a positive and constructive partnership with and between staff and respect at all times confidentiality.
5. Ensure that all staff have relevant and up-to-date information regarding the Special Educational Needs of the children they are working with.

D. Managing and deploying resources

1. Line manage the LSA team.
2. Deploy resources efficiently maintaining an inclusive education for all pupils.
3. Take responsibility for the management of specific budgets connected to lead responsibilities to ensure effective and efficient use of resources according to school policy.
4. To undertake observations of LSAs and provide constructive feedback to them about their strengths and weaknesses.

5. To provide regular training in different and relevant aspects of SEN to all staff.
6. To communicate with LSAs on a regular basis information relevant to the role within school.

E. General Requirements

All school staff are expected to:

- Work towards and support the school vision and the current school objectives outlined in the School Improvement Plan.
- Contribute to the school’s programme of extra-curricular activities.
- Support and contribute to the school’s responsibility for safeguarding pupils.
- Work within the school’s health and safety policy to ensure a safe working environment for staff, pupils and visitors.
- Work closely with Governors, parents, members of the community and outside agencies.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents and colleagues.
- Keep up to date with educational research and national developments.
- Undertake other reasonable duties related to the job purpose required from time to time.

Dimensions

Pupils : The impact the role has on the performance of pupils throughout the three Key Stages (F.S, KS1 and KS2).

Staff : All staff.

Financial: To be responsible for the annual budget for designated subject area.

Line Management of Support Staff

Line managed by Head Teacher

This job description is subject to annual review and alterations may be negotiated to reflect the changing needs of the school.

(Signed)

Date