



# Job Description

## SENDCo

**Main Place of Work:** 20 Prospect House, Greenhead Road, Huddersfield, HD1 4EN

**Responsible to:** Director of Student Services

**Employment Contract:** Term Time + 5 days (40 weeks)

**Hours:** 35 hours per week

**Salary:** £30,515.00

### Employer details:

Employability Solutions is a social enterprise working across Liverpool and West Yorkshire, delivering alternative community education to both secondary school-aged children and adults through a range of different programmes.

### The role:

ES is looking to recruit an experienced SEND teacher who either has the NASENCO qualification or is willing to work towards achieving the accreditation. The Special Education Needs & Disabilities Co-ordinator (SENDCO) is responsible for the day-to-day operation of the school's Special Educational Needs provision in line with the SEND Code of Practice.

### Purpose of the post:

- To organise and manage the clerical and administrative systems that supports the school's SEND, Safeguarding and Pastoral functions.
- To determine the strategic development of SEND policy and provision within the school
- Be responsible for the day-to-day operation of the SEND policy and coordination of specific provision to support individual young people with SEND.
- Provide professional guidance to colleagues, working closely with staff, parents and other agencies

### Responsibilities of the post:

- Taking a lead role in the planning, development, organisation and monitoring of support systems and procedures for SEND, Safeguarding and Pastoral Care, ensuring compliance with statutory regulations and deadlines.
- Act as a first point of contact, manage queries from staff, parents/carers and external agencies relating to SEND.
- Work with SLT and staff to ensure the best possible outcomes for young people with SEND.



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### SEND:

- Develop and oversee the implementation of the school's SEN strategy and policy.
- Have a strategic overview of provision for young people with SEND across the school, monitoring and reviewing the quality of provision to ensure the needs of the young people are met.
- Devising and delivering high quality interventions that meet the needs of the young people with Education, Health and Care Plans (EHCP's)
- Maintain an accurate SEND register and provision map. Ensuring updates to any young people's provision map as part of the annual review process are made and communicated with the relevant staff members.
- Carry out assessments of young people with SEND to identify needs and monitor progress, providing regular updates through reports and meetings with parents.
- Maintain and further develop existing systems for identifying, assessing and reviewing SEND
- Work with school colleagues, SLT, parents/carers to develop, implement and monitor individual support and learning plans.
- Provide advice, guidance and training to work colleagues on supporting young people with SEND. Overseeing a regular schedule of SEND related training and CPD for staff, e.g., INSETs, twilight sessions or online training courses etc.
- Support teachers to develop schemes of work and learning programmes for young people with SEND, and to develop and implement effective teaching and behaviour management approaches in the classroom.
- Maintain the SEND Register and amend / update outcomes and targets on 'My Support Plans' and Eduspot (School MIS), ensuring that staff and parents/carers are kept informed.
- Preparation of documents for meetings including PEPs and EHAT's etc.
- Maintain and monitor the administering medication and First Aid training registers, particularly in relation to student health needs such as diabetes, epilepsy, allergies etc. Devise, monitor and maintain a Medical Health Register for young people and be responsible for the strict implementation of the School's Administering Medication Policy.
- Populate Individual Health Care Plans (IHCP's), communicate relevant information regarding health needs with the team and ensure the effective implementation of agreed procedures surrounding the management of young people's health needs.
- Keep up to date with national and local policies related to SEND and relay this information to colleagues, disseminating good practice in SEND across the school.
- Review EHCPs with parents/carers of young people, applying for EHCPs and supporting parents to apply if there is a need.
- Liaising with other providers, outside agencies, educational psychologists and external agencies.
- Ensuring that relevant background information about individual children with special educational needs is collected, recorded and updated upon admission and through regular reviews
- Managing the schedule of Annual Reviews ensuring statutory deadlines are met and the relevant professionals are in attendance.
- Promote the young people's inclusion in the school and access to the curriculum, facilities and extra-curricular activities.
- Analyse and evaluate data/information as requested, i.e. student data.



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### Support to the Director of Student Services:

- Meet weekly to discuss admissions and referrals
- Develop provision maps and proposals in response to referrals
- Respond to requests for information on referrals and admissions within statutory timescales

### **General Duties:**

- Support, uphold and contribute to the development of ES policies and procedures.
- Safeguard and promote the welfare of the young people, and follow the school's policies and staff code of conduct
- Provide timely responses to emails or requests for information from the wider team and SLT.
- Manage your online calendar and ensure important deadlines are met, seeking support where required.
- Commitment to your own continuous professional development (CPD)
- Take an active part in appraising own work as part of the annual appraisal process.
- Attend company training days, team coaching, INSET Days and meetings as required.
- Access 1:1 coaching and support.
- Live and breathe ES Company Values.
- Undertake any other duties that may be required commensurate with the scale and function of the post
- Maintain confidentiality

### **Safeguarding Statement**

All adults working in, or on behalf of the school have a responsibility to safeguard and promote the welfare of children. This includes responsibility to provide a safe environment in which children can learn.

Please refer to the below document. This guidance applies to all schools and is for: headteachers, teaching staff and the wider workforce including volunteers; governors, directors and board members. It sets out the legal duties you must follow to safeguard and promote the welfare of children and young people in schools and colleges.

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

### **Other**

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading. The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.



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## We are looking for someone who:

- Holds a relevant professional teaching qualification with QTS
- Has excellent leadership skills and experience of supporting others within a teaching and learning environment
- Can build excellent relationships with the young people and their families as well as other professionals and outside agencies.
- Has relevant experience with KS4 and KS5 students, in an alternative / nurture setting or similar.
- Understands the challenges associated with caring for young people with significant gaps in their education, or who have developmental trauma and conditions such as ADHD and ASC for example.
- An excellent standard of English and a conscientious approach to ensuring school communications and reports are professional and accurate.
- Qualification or willingness to work towards NASENCO
- Experience of using school information systems e.g., Eduspot, Evolve, etc
- Friendly, approachable, flexible with a can-do attitude. Pro-active with a bucket load of initiative!

## In return we will:

Provide a full training and development plan alongside a full safeguarding and company induction. Excellent support and mentoring. Access to a workplace pension scheme and other benefits.

*To apply for this vacancy, please send a completed application to Jake Lord, HR Manager via email to [hr@employabilitysolutions.com](mailto:hr@employabilitysolutions.com)*