



The Flourish Federation

Special Educational Needs & Disability Coordinator (SENDCo)

Job Description

Under the direction & in collaboration with the Headteachers of the Flourish Federation the SENDCo will:

- Lead the strategic development of special educational needs (SEND) policy and provision across the schools.
- Take responsibility for the day-to-day implementation of the SEND policy and the coordination of provision for individual pupils with SEND.
- Provide professional advice and guidance to colleagues, working collaboratively with staff, parents/carers and relevant external agencies.
- Fulfil the professional responsibilities of a teacher, in accordance with the School Teachers' Pay and Conditions Document.

Strategic Development of SEND Policy and Federation Provision

The SENDCo will:

- Ensure the schools are delivering the Mainstream Core Standards as our universal offer.
- Maintain a strategic overview of SEN and disability provision across the schools, monitoring and evaluating the quality and effectiveness of whole Federation provision.
- Contribute to each school's self-evaluation processes, particularly in relation to provision and outcomes for pupils with SEN or a disability.
- Ensure the SEN policy is effectively implemented and that its objectives are reflected in the federation's improvement plans.
- Maintain current knowledge of national and local developments, initiatives and requirements that may influence the schools' SEND policy and practice.
- Evaluate the effectiveness of SEND funding and make recommendations for how resources can be used more effectively to improve outcomes for pupils.
- Identify and pursue appropriate additional SEND funding, coordinating timely applications, supporting evidence and reviews in collaboration with school leaders, families and the local authority to secure provision that meets pupils' needs.



The Flourish Federation

Special Educational Needs & Disability Coordinator (SENDCo)

Job Description

- Work collaboratively with leadership to ensure that an inclusive curriculum is effectively implemented across the Federation.

Leading and Coordinating Federation Provision and SEND Policy

The SENDCo will:

- Maintain an accurate and up-to-date SEND register and provision map.
- Provide professional guidance to colleagues on effective teaching and support strategies for pupils with SEN or a disability, including advice on the graduated approach to SEN support.
- Advise on the effective use of the school budget and other resources to meet pupils' needs, including the deployment of staff and support resources.
- Maintain an awareness of the provision available through the local offer and access this when necessary.
- Work collaboratively all relevant external agencies.
- Act as a key point of contact for external agencies, particularly the local authority.
- Analyse assessment and other relevant data relating to pupils with SEN or a disability to identify needs, monitor progress and inform provision.
- Support with planning, and implementation of appropriate intervention programmes for pupils with SEND, evaluating their effectiveness and impact, and supporting with next steps.
- Identify pupils' SEND and ensure that their individual needs are appropriately assessed and understood.
- Coordinate provision that meets individual pupils' needs and monitor its effectiveness.
- Secure appropriate services and specialist support for pupils where required.
- Ensure that accurate and appropriate records relating to SEN provision are maintained and kept up to date.



The Flourish Federation

Special Educational Needs & Disability Coordinator (SENDCo)

Job Description

- Coordinate and review Education, Health and Care Plans (EHCPs) in partnership with parents/carers and (when appropriate) the pupil.
- Maintain regular and effective communication with parents and carers regarding pupils' needs, provision and progress.
- Ensure that, where a pupil transfers to another school, all relevant information is shared and appropriate arrangements are made to support a smooth transition.
- Promote the inclusion of pupils with SEN or a disability within the wider school community and ensure equitable access to the curriculum, facilities and extra-curricular activities.
- Be the Designated Teacher for looked-after children. Liaise with Virtual School and lead on PEP meetings etc.
- Coordinate the medical needs for children including those with complex diagnosis/need. Ensure care plans are complete and up-to-date.

Leadership and Management

The SENDCo will:

- Work with the Headteachers and governing board to ensure the school meets its responsibilities under the Equality Act 2010, including the provision of reasonable adjustments and appropriate access arrangements.
- Prepare, review and maintain information relating to SEN that the governing board is required to publish.
- Contribute to the federations improvement plans and the development and review of federation policies.
- Identify staff training and development needs relating to SEND and determine appropriate ways of meeting those needs.
- Lead and deliver INSET and other professional development opportunities for staff.
- Communicate and share relevant procedural information, including the federation's SEN policy and associated processes.



The Flourish Federation

Special Educational Needs & Disability Coordinator (SENDCo)

Job Description

- Promote a positive ethos and culture that supports the effective implementation of the Federation's SEND policy and enables pupils with SEND to achieve positive outcomes.
- Lead and manage teaching assistants supporting pupils with SEND including those delivering targeted interventions.

General Responsibilities

- Undertake any other duties that are appropriate to the level and general nature of the post.
- Carry out all duties with due regard to relevant health and safety regulations and legislation.
- Fulfil all statutory responsibilities relating to safeguarding and the welfare of children.