

THE CHERWELL SCHOOL

A Centre of Opportunity

Job Description: SEND Officer

Responsible to: Assistant Headteacher (Inclusion)

Salary Scale: Grade 9

Working Time: 41 hours per week; Term Time only plus 3 weeks

Job Purpose:

- To raise standards of attainment and achievement of students with SEND
- To support all colleagues to identify and meet the needs of students with SEND
- To maintain the SEND register, creating and disseminating relevant information as required
- To research best practice and work with external partners to ensure the best possible provision for students with SEND
- To support the management and deployment of support staff, financial and physical resources
- To lead SEND review cycle across the whole school
- To liaise with internal staff and external agencies to ensure the needs of the students are met
- To support the work of the AHT (Inclusion)

Principal Responsibilities

Operational & Quality Assurance:

- The day to day management, control and operation of provision within the Faculty, including effective deployment of staff, money and physical resources, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records
- To actively monitor and follow-up student progress
- To collate provision mapping of interventions in school
- To ensure student profiles are relevant, up-to-date and available for staff
- To implement school policies and procedures, including Health and Safety, and ensuring risk assessments are in-line with national requirements

Curriculum Provision and Development:

- To liaise with the AHT to ensure delivery of an appropriate and cost-effective curriculum programme which complements the SDIP
- To actively monitor, keep up to date with, and respond to national SEND Code of Practice updates
- To work with colleagues to actively develop the Cherwell Skills for Life, cross-curricular links and to support the functional skills of English and Maths
- To liaise with the exam access arrangements officer

Staff Development, Recruitment & Wellbeing:

- To support, guide, motivate and inspire team members
- To promote teamwork and effective communications
- To ensure staff development needs are identified and supported, with particular reference to SEND
- To undertake Performance appraisal reviews and to act as an appraiser
- To assist the AHT with appointment of teaching assistants
- To lead SEND team briefings as required

Communications:

- To ensure effective and regular communication/consultation as appropriate with all students on the SEND register and their parents (student and parent 'voice'), including chairing annual reviews and attending parents evenings
- To liaise with external agencies including professional support bodies as well as partner schools and Further Education
- Attend relevant external partnership / SENCo network meetings and internal meetings including e.g. CAF/TAC/LAC as appropriate
- To help families/students access other services, referring where appropriate and signposting to the local officer
- To contribute to the staff bulletin with relevant information

Care, Guidance and Support:

- To safeguard and promote the welfare of students
- To monitor and support the overall progress and development of students with SEND
- To monitor attendance of students with SEND together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary
- Applications and overview of EHCPs
- Attend and contribute to Multi-Agency meetings
- To provide advice and guidance to year teams to implement personalised learning programmes for students with SEND

Notes:

- While every effort had been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

The Cherwell School and the River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.

July 2017