

Job Description

Department: School of Foundation Studies

Job Title: SEND Coordinator

Reporting to: Vice Principal (Curriculum)

Direct Reports: SEND lecturing staff

1. Purpose of the Role:

To be directly responsible for the SEND curriculum within the School of Foundation Studies, providing effective, proactive leadership by coordinating the deployment of staff to meet the changing student needs and curriculum developments. Overseeing the quality of provision creating an ethos of continuous improvement in a culture focused on the achievement of students through outstanding teaching, learning and support.

To lead on and develop the SEND curriculum within the School of Foundation Studies, reviewing and developing effective systems and processes to meet the demands of students and staff in achieving our SEND curriculum including Education, Health and Care Plan targets.

2. Duties and Responsibilities:

- a) To determine the appropriate curriculum for the SEND provision within the School of Foundation Studies. Ensuring all learners on SEND provision and the wider foundation studies programmes receive personalised training, advice and guidance which enhances their employment opportunities and independence.
- b) To effectively manage and use education, health and care plans to develop effective individualised training for learners on High Needs provision and providing support to personal tutors and lecturers across college with EHCP outcomes and adapting curriculum to meet the needs of their SEND/high needs students.
- c) To remain up to date with the changing requirements of the legal framework pertaining to SEND and inform relevant stake holders.
- d) To organise and implement appropriate transition arrangements for students progressing to SEND provision at the College. Proactively liaising with external partners to provide effective and timely information to enhance this process for students.
- e) To manage staff compliance with completing student records, tracking, retention, pass rates, achievement rates ensuring that meaningful learning plans and stretch learner targets are set.
- f) Ensure that all lecturing staff within the area have appropriate Schemes of Work and lesson data forms in place that adhere to the College framework.
- g) Teach a number of class contact hours, undertake lesson observations and tutorials for the cohorts within the remit of the position.
- h) To ensure appropriately qualified staff cover or appropriate work is in place for all learning activity, carry out all internal verification and manage external verifier visits and processes.
- i) To follow College policy to challenge inappropriate behaviour and where appropriate follow all the College's policies and procedures relating to student behaviour.
- j) To support the Vice Principal (Curriculum) with the annual business planning/timetabling process to ensure accurate student target numbers are set and efficiency in relation to staff utilisation, staff to student ratio, resource efficiency and ensuring sufficient financial contribution to the College. Managing all budgets relating to the area including income, pay and non-pay.
- k) To effectively lead and motivate staff to maximise their performance including effective planning, deployment and development of staff including appraisal and staff development plans

- l) To manage and review work experience / Industry placements for SEND students as appropriate and in collaboration with the various support departments.
- m) To liaise with parents/carers and contribute to the tracking of students' progress, enhancing student retention and achievement. Ensuring that any parent / guardian query is dealt with in line with College policy and within appropriate timeframes.

General Responsibilities:

(These are mandatory)

- (a) Drive and participate in the performance management process as appropriate to position.
- (b) Comply with the College's Equality and Diversity, Health and Safety, Safeguarding and Quality Improvement policies and their recommendations.
- (c) Carry out operational duties as required and commensurate with the position.
- (d) Promote and safeguarding the welfare of children and young persons.
- (e) Use all available resources efficiently and effectively, and in-line with good eco-friendly practices.
- (f) Attend and contribute to team meetings and in-service training as and when requested.
- (g) Undertake appropriate personal and professional development activities, and record on the College Continuing Professional Development (CPD) system
- (h) Manage and minimise risk within all areas of responsibility.

Note: This job description sets out the main responsibilities for the post, but is not intended to be an exhaustive list. Specific duties may change from time-to-time without changing the general nature of the post and the post holder is expected to be flexible in the range of responsibilities they undertake.

Person Specification

Job Title: SEND Coordinator		
Qualifications	Essential Please tick ✓	Desirable Please tick ✓
General education to Level 5	✓	
Teacher Training Qualifications	✓	
Relevant further Professional Qualifications SEND		✓
A specialist SEND qualification Level 5 or 7	✓	
Access arrangement testing qualification		✓
Higher Qualification		✓
Experience		
Experience of working in an area of SEND	✓	
Ability to share their experience to sustain a curriculum which is sensitive to the needs of all children	✓	
Demonstrable course or programme leadership, resulting in achieved or exceeded targets	✓	
Demonstrable experience of a high degree of ambition and motivation to succeed, for self, staff and learners	✓	
Demonstrable experience of a good teaching record in further and/or higher education	✓	
Experience of effective performance management and quality improvement	✓	
Understanding of the funding system, curriculum structures and the college's planning frameworks		✓
Skills and Abilities		
The ability to set and achieve performance targets and to effectively manage any identified underperformance	✓	
To have substantial knowledge and understanding of current issues within Inclusion	✓	
Proven adherence to budgetary targets and constraints	✓	
Effective communication skills	✓	
Effective contribution to the work and development of the leadership teams of the college and to make a positive contribution to the management of the college	✓	
Commitment to equality of opportunity, in all its forms	✓	
Demonstrable leadership and team working skills	✓	
Personal Qualities		
Commitment to the ethos and approach of the College	✓	
Personable, professional and outgoing approach	✓	
To be able to follow through issues to a mutually satisfactory conclusion	✓	
Empathy with learners and staff	✓	