

Wellington School



Job Description – Special and Additional Needs Intervention Co-ordinator

Responsible to – SENCO / EAL Lead

Purpose of the Job

Assist in the support and integration of students with Special and/or Additional Educational Needs within the mainstream school

Principal Duties and Responsibilities

- Use assessment, screening and data to identify special and additional educational needs
- Develop and co-ordinate suitable intervention programmes (e.g. phonics, comprehension, guided reading, etc.) for students within the SEND department and those with additional educational needs, such as EAL
- Work directly with small groups of students or 1:1, where appropriate
- Evaluate students' progress through a range of assessment activities and monitor students' participation, progress and responses to learning
- Maintain consistent records and pupil plans, which indicate the work carried out and the progress made by the named students and to provide regular feedback about the students supported to staff and parents
- Establish a supportive relationship with the children and parents concerned
- Encourage acceptance and inclusion of children with special or additional needs
- Participate in the evaluation of support and intervention programmes
- Provide support to staff in regards to the nature of appropriate differentiation for students
- Work with regard to the SEN Code of Practice
- Liaise, where appropriate, with external agencies
- Attend and participate in relevant professional development opportunities

General Responsibilities

- Be aware and comply with policies and procedures relating to child protection, safeguarding, security, confidentiality and data protection, reporting all concerns to an appropriate person
- To adhere to the school Health and Safety Policy including risk assessment and safety systems
- To adhere to the School Policy on Equality and Diversity
- To contribute to the overall ethos and aims of the school
- To appreciate and support the roles of other professionals
- Participate in training opportunities and professional development as required
- Support school events as and when required
- Undertake similar duties commensurate with the level of the post as required by the Headteacher

NOTE

This Job Description is designed to outline the main duties and responsibilities associated with the post but it is not intended to be an exhaustive list of all duties performed.