

**SOUTHFIELDS ACADEMY
JOB DESCRIPTION**

Job Title: SENCo

The position of SENCo will involve undertaking the following:

- Responsibility for co-ordinating the provision for students with special educational needs or disabilities (SEN/SEND) or additional educational needs (AEN)
- Where a student may be identified as having SEN / AEN, to inform parents as soon as is practicable.
- In relation to each student identified with SEN / AEN, to:
 - Work with the individual's family, school staff and, where relevant, other agencies to identify their SEN
 - Co-ordinate the special provision needed to meet those needs
 - Monitor the effectiveness of any special educational provision made for the student
 - Secure relevant services for the student where appropriate using EHITs (the Local Authority's referral system – training available) and other appropriate systems of referral.
 - Ensure that records of the student's SEND and special provision made to meet these are kept up to date.
 - Liaise with and provide information to parents/carers of the student on a regular basis about that student's SEND and the special provision being made to meet these
 - If the student transitions to another school, phase or institution, ensure that all relevant information about the student's SEND and the special provision made to meet those needs is passed on.
 - Promote the student's inclusion in the school community and access to the school's curriculum, facilities and extra-curricular activities.
 - Complete all relevant paperwork and attend TAC meetings if an EHC Plan is being sought for the student
- Interview, supervise and train Teaching Assistants who work with students who have SENs or AENs.
- Deploy learning Teaching Assistants to best carry out the provisions identified to meet the needs of students with SEND or AEN.
- Advise teachers in the Academy about differentiated teaching methods appropriate for individual students and their SEND or AEN.
- Attend the SEN forum, contributing to the agenda and following up on referred students.
- Contribute knowledge and expertise to the Academy Inclusion Panel; carry out work decided and agreed by the panel.
- Work with the Senior Teacher, SEND to prepare and review the information required to be published by the Board of Trustees pursuant to the Education (SEN) regulations 1999 and the SEN Code of Practice, including the objectives of the Board of Trustees in making provisions for SEND and the SEND policy of the Academy.
- Complete all statutory work in relation to keyworked students with SENs for whom a Statement of Special Educational Needs or EHC Plan has been issued.
- Produce Individual Education Plans to summarise the needs, provisions and specialist strategies to support the teachers of these students.
- Plan and deliver specialist curriculum to targeted groups of students in order to meet identified learning needs.
- Attend relevant LA and DfE meetings relating to the provisioning of SEND
- Be familiar with the Local Offer

- Liaise with external professionals such as the EP, SaLT, Wandsworth HI and VI services, Garratt Park Advisory Service and others as may be relevant to advising on the provisions to meet the special needs of identified students.
- Plan future interventions and provisions for targeted students with the ASD Resource Base Manager and Senior Teacher – SEND.
- Attend parents' evenings, open events and any other directed activities.

General:

1. To be fully aware of and understand the duties and responsibilities arising from the Children's Act and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation.
2. To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role.
3. To ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.

Any other duties assigned by Line Manager/Principal/Headteacher commensurate with the grade of the post.

Signed:

Postholder NameDate.....

Line Manager NameDate.....

SOUTHFIELDS ACADEMY

SENCo Person Specification

Education and Training

- Degree level qualification
- QTS
- SENCo qualification essential
- Evidence of Continuing Professional Development appropriate to provision for SEN students

Experience

- Good classroom practitioner with high expectations of behaviour and attendance
- Effective provision for SEN students
- Some experience of keyworker responsibilities
- A minimum of 2 years' teaching in a challenging context.

Skills and knowledge

- Experience of establishing positive and effective relationships with parents/carers, pupils, teaching colleagues and external professionals
- Ability to meet individual student needs (including dyslexia, low literacy levels, SLCN and SEMH)
- The capacity to plan and evaluate a tailored provision
- Advise parents/carers/teachers on how to support SEN students in mainstream lessons and at home
- A secure knowledge of the current code of practice
- A secure knowledge and understanding of the English curriculum and related pedagogy
- Highly motivated and willingness to learn
- A commitment to developing after school activities to enhance progress, enrichment, enjoyment and attainment