

**Job Title: Qualified Teacher with Additional SENCO Responsibility**  
**Salary: £29,137 - £39,876 pa (incl.SEN2 & Additional Responsibility Allowance)**  
**Hours: 32.43 hours per week / term time only**  
**Start Date: 1st January 2018**

## **JOB DESCRIPTION**

### **Purpose of the Job**

- The SENCO will ensure that Special Education Needs [SEN] provision is effective and efficiently managed and that all legal and statutory requirements are met for students needing SEN.
- The SENCO will take on the day to day responsibility in the Education Team to provide professional guidance of SEN to teaching staff in order to maintain and increase a high quality standard of teaching, to make good use of resources to improve standards and achieve positive outcomes for the students

### **Main Responsibilities:**

As guided by and in conjunction with the Head of Education to:

- Ensure that the day to day responsibilities of the Education Team are met to a high standard in relation to SEN role.
- Support collaborative working with the residential department ensuring effective communication between teams.
- Use all opportunities to maximise learning for all students .
- Monitor the quality of SEN support by implementing effective systems to measure and identify the needs of the students.
- Regularly evaluate the needs of the students and implement SEN systems to achieve positive outcomes if needed with the support from other professionals.
- To participate in, and complete reports for statutory reviews and meetings concerning the students.
- Implement and maintain an SEN policy in line with current and changing regulations and standards.
- To take a lead in SEN best practice and if needed to provide training, advice and support to staff that assists teachers in the classroom.
- Liaise with the Examinations Officer over the application for and of special arrangements in external exams

### **Teaching & Learning**

- Influence the whole Teaching and Learning policy to promote aspects of inclusive teaching.
- Collect and interpret specialist assessment data gathered on students to inform practise.
- Work with students, leaders, class teachers to ensure realistic expectations of behaviour and achievement is set for the students.
- Support developments and initiatives to improve standards in literacy and numeracy as well as access to the wider curriculum.
- Oversee and monitor the quality of IEPs and other support plans and maintain details for use in meetings.
- Determine the need for, prepare and use specialist equipment, plans and resources to support students.
- Develop and implement systems for staff to monitor and record progress made by students with SEN towards the achievement of targets set in IEPs and support plans.

- Review student plans half termly with parents, teachers, students and agree new targets where required.
- Support the Head of Education in meeting statutory responsibilities for SEN statements and their annual review.
- Work collaboratively with the Deputy Head and the Head of Education on the annual review.
- Liaise with the Examinations Officer to ensure Educational Psychology reports are up to date and provision for special needs for all exams is identified and met.

## **Support and Leadership**

- To support the Head of Education in the development of activities for other Learning Support staff.
- Lead the team and to be instrumental in planning for continual improvement and to make a contribution to the evaluation of the work in the department.
- Contribute to Bramfield House School development plan.
- Support the professional development of Education team.
- Encourage all staff to recognise and fulfil their statutory responsibilities in line with SEN.
- Develop repetitive template forms or paperwork in order to create an administrative infrastructure as part of an effective communications system.
- Disseminate procedural information such as recommendations of the code of practice or Bramfield House Schools' SEN policy.
- Ensure there are opportunities for teaching staff to review the needs, progress and targets of students.
- Provide regular feedback to the Head of Education on the evaluation of the effectiveness of provision for the students to inform decision making and policy review.
- Undertake appropriate training and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.
- Work within an established behaviour management and physical intervention policy to anticipate and manage behaviour constructively, promoting self-control and independence.
- Produce long term, medium term and short term planning with guidance from senior managers.
- Use ICT effectively to support learning activities and develop students' competence and independence in its use.

## ***Support/Supervision of Pupils and Personal Conduct***

- Display professional behaviour which provides an appropriate model for pupils and staff.
- Ensure the effective management of pupil behaviour by the use of de-escalation strategies and positive handling techniques in accordance with school guidelines and policies.
- Observe the school dress code as outlined in the Employment Handbook.
- Supervise school break times as directed by the Team Leader running duty to monitor and manage behaviour, ensure health and safety of pupils and provide opportunities for constructive play and recreation activities.
- Attend assemblies/ 'Class Lines', and register the attendance of pupils and supervise pupils as required before, during or after school sessions or to provide cover in the event of staff absences.

- Support the general progress and well-being of pupils, and provide guidance and support to pupils on educational and social matters, as well as their further education and future careers, including information about sources of expert advice on specific questions.

*The job description can never be fully exhaustive of unforeseen changes or circumstances. It is expected that staff will, within reason, respond to unforeseen circumstances and emergencies as they arise, commensurate with their qualifications, experience and the situation.*