**Job Description: Primary SENCO**

**Reports to: Primary Principal**

**Start date: September 2018**

**Location: Ark Burlington Danes Primary Academy**

**Contract: Permanent, Full Time**

**Salary: Negotiable according to experience + TLR2B (£4442)**

**The Role**

As Primary SENCO, you will be responsible for cultivating an inclusive learning environment throughout the school. You will develop the graduated response at a whole school level to identify and support students with particular learning needs and lead staff in achieving best practice, enabling all students to achieve their best.

*The post holder will maintain a teaching timetable of approximately 0.5 days a week, modelling outstanding practice in classroom teaching, preparation, marking and assessment.*

**Key Responsibilities**

**Leading Inclusion**

* Ensure early identification and support for students with additional needs by embedding the graduated response for cognition and learning, communication and interaction, SEMH, physical/sensory needs, and pupils with EAL at a whole school level.
* Support teachers to differentiate, make class-based adaptations to the curriculum and develop systems to access targeted intervention and specialist support when needed
* Monitor the provision of teaching and learning activities and their impact on the progress made by students with SEND, EAL, medical needs, higher attaining students, PP students and LAC, reporting to staff, governors and appropriate agencies.
* Deputise for the Safeguarding Lead
* Identify the training needs of staff and coordinate relevant INSET and CPD
* Lead on applications for EHCP and contingency funding

**SENCo Responsibilities**

Lead on the strategic direction and development of the school offer for SEND. This includes carrying out the SENCo role to ensure that:

* SEND administration is effective and efficient, including: provision mapping and costing; overseeing and monitoring the quality of information sharing proformas, etc.
* The SEND register is up-to-date and all staff are aware of the needs of students
* Students receive the provision outlined in their EHCP or Statement of SEN, and that these are reviewed annually
* A school-based plan is implemented for children identified at SEN Support and this is reviewed termly with a view to apply for an EHCP if needed
* Teachers know how to support students and have access to CPD, targeted intervention and specialist support from external agencies (e.g. Speech and Language Therapy, Educational Psychology, Autism Outreach Services, Sensory Impairment Services, etc.)
* A pupil centred approach is promoted, involving pupils and parents, where parents are informed regarding the support in place for their child and this is reviewed termly
* A transition plan is agreed to ensure continuity of support and learning when transferring students with SEND between key stages and/or schools
* The Academy’s SEN Information Report is reviewed annually, shared with parents and published on the school website
* Coordinate the deployment of resources at set out in Statements/EHCPs
* Facilitate and coordinate multi-agency input

**Teaching and Learning**

* Influence whole school teaching and learning policy to ensure inclusive teaching
* Identify evidence-based interventions that are matched to students’ needs and ensure that these are measurable, time-limited and delivered by a trained member of staff
* Within the context of the curriculum, plan and prepare effective lessons
* Support teachers to use appropriate assessment measures, in order to set targets for students, monitor student progress and respond accordingly
* Collect and interpret specialist assessment data gathered on students and use it to inform practice

**Teaching Responsibilities**

* Set high expectations so that all students are inspired, motivated and challenged to reach their full potential, and in doing so meet their progress and attainment targets
* Plan and teach well-structured, differentiated lessons that are aligned to the agreed curriculum and cultivate every student’s intellectual curiosity
* Use data to inform teaching and learning, identify areas for intervention and provide feedback to students, staff and families in order to promote progress and outcomes
* Manage behaviour effectively to create a safe, respectful and nurturing environment so that students can focus on learning
* Work collaboratively with both school and network colleagues as a committed team member, building successful, high performing teams
* Participate actively throughout the network, by attending relevant meetings, and, as appropriate, delivering network-wide training and initiatives
* Work with colleagues, students and families to develop a strong school community

**Other**

* Carry out other reasonable tasks as directed by the Primary Principal
* Provide cover for teachers within the school, teaching engaging and effective lessons

**Person Specification: Primary SENCo**

**Qualification Criteria**

* Qualified to teach and work in the UK
* Qualified to degree level and above
* Has completed the National Award for SEN Coordination (NASENCo) or is willing to train
* Has completed further training in supporting students with SEND/EAL, desirable

**Knowledge, Experience and Skills**

* Experience identifying, monitoring and providing effective support for pupils with SEND
* Experience in effectively training and coaching other teachers
* Experience of raising attainment of all pupils in a challenging classroom environment
* Experience of reflecting on and improving practice to increase student achievement
* Evidence of continually improving the teaching and learning in a year group, through schemes of work, assessment and extra-curricular activities etc.
* Excellent SEN & classroom practitioner
* Effective and systematic behaviour management
* Has excellent communication, planning and organisational skills
* Good working knowledge of relevant legislation, particularly the SEN Code of Practice

**Personal Characteristics**

* Genuine passion and a belief in the potential of every pupil
* Deep commitment to Ark’s mission of providing an excellent education to every student, regardless of background
* Effective team member and leader
* High level of self-awareness and self-management in stressful situations
* High expectations for accountability and consistency
* Acts as a role model to staff and pupils
* Motivation to continually improve standards and achieve excellence
* Demonstrates resilience
* Commitment to regular professional development/training to establish outstanding classroom practice.

**Other**

* Commitment to equality of opportunity and the safeguarding and welfare of all pupils
* Willingness to undertake training
* This post is subject to an enhanced Disclosure & Barring Service check

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies.  In order to meet this responsibility, we follow a rigorous selection process. This process is outlined* [*here*](http://arkonline.org/sites/default/files/Ark_safe_recruitment.pdf)*, but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check*.