

**AMERY HILL SCHOOL**

#### **Job Description – SENCO**

Responsible to : Headteacher or Senior Leader

**Job purpose: To enable students with Special Educational Needs and Disabilities to excel by**

* having a strategic overview of all forms of support, including how their needs are being met by classroom teachers.
* Managing a large team of skilled teaching assistants on a day to day basis.
* Close communication with parents and other professionals
* Coordinating and organising review process for students with Education Health Care Plans
* Coordinating the request for additional support via an EHCP or Special Educational Needs Support Agreement
* Oversee the running of the student hub including monitoring its use by students

**Leadership**

* Set and promote the vision and direction for SEND in the school
* Promote the inclusion of all students in the whole life of the school by all members of the school
* Encourage all members of staff to recognise and fulfil their statutory responsibilities to students with SEND
* Provide training opportunities for all staff to improve outcomes for students with SEND
* Disseminate good practice in SEND across the school and ensure relevant information on students’ needs is available to all staff

**Standards and Quality**

* Support the aims and ethos of the school
* Set a good example in terms of dress, punctuality and attendance
* Attend and participate in parents evenings, open evenings and information evenings
* Uphold the school’s behaviour code and uniform regulations
* Participate in staff training
* Attend staff meetings
* Develop links with governors, LEA officers, external agencies and nearby schools and colleges
* Be aware of and comply with the school’s policies eg health and safety, safeguarding etc.

**Responsibilities**

* Maintain the Additional Needs and SEND registers and keep accurate data on these students
* Ensure all interventions that are undertaken are evaluated and logged
* Work closely with progress leaders to ensure continuity of effective support for students
* Liaise with junior schools to identify year 6 students who will require a more comprehensive transition programme
* Ensure the smooth running of the transition programme (STAHS- Successful transition to Amery Hill School) so that it is effective for the students
* Identify resources (human or otherwise) required to meet the needs of students with SEND and advise the Headteacher/Business Manager accordingly, working within the whole school budget
* Make a valuable contribution to the school’s extra-curricular programme including trips and visits ensuring such opportunities are available to all students
* Assess students on entry to the school and put in place appropriate interventions where necessary, retest students during their time to ensure they are continuing to make progress
* Assess students for exam arrangements, complete Form 8s and in conjunction with the Senior Admin assistant for SEND apply for the arrangements
* Keep comprehensive files for exam arrangements ensure all legal requirements are met
* Attend local SENCO circle meetings and keep abreast of the latest developments in the field of SEND
* Ensure resources such as Educational Psychology time is used effectively, prioritising where necessary
* Ensuring appropriate allocation of teaching assistance to lessons and small group or individual work, making use of their skills.
* Managing the continued professional development of the Student Hub team, providing training as appropriate
* Ensure statutory hours and outcomes in EHCPs are met
* Performance manage a number of the TAs and provide opportunities for review
* Carry out any other duties as required by the Headteacher commensurate with this post

**Person Specification –SENCO**

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| **1** | **Qualifications** | * QTS
* completed a post graduate course equivalent to level 7 to allow assesment for exam arrangements at GCSE
* National Award in Special Educational Needs Coordination
* Evidence of continuing professional development
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| **1** | **Personal Qualities**  | * Energetic and resilient with the ability to lead, inspire and motivate others
* Approachable, good sense of humour, supportive of colleagues
* Ability to solve problems, work flexibly under pressure, prioritise and make balanced decisions
* Ability to build positive relationships with students, colleagues and other professionals
* Self motivated
* Growth mindset and an understanding of how to develop this in others
* Strong team leader
* Ability to deal with conflict in a non confrontational and fair manner
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| **2** | **Knowledge and Experience** | * Experience of teaching at KS3 & 4 with evidence of successful student outcomes
* Experience and understanding of inclusive practice and equal opportunities
* Sound knowledge and experience of working within the SEND Code of Practice
* Experience of assessing students needs including for access arrangements at GCSE and a sound knowledge of the relevant regulations
* Experience with a wide range of special educational needs and disabilities
* Experience with working with data in order to interpret and review the progress of students with SEND
* Knowledge of how children learn
* Knowledge and understanding of the needs of students with physical disabilities and how they can be fully included in mainstream schooling
* Excellent written and oral communication
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