

SENCO – Secondary phase

Job description

In addition to meeting the Teachers' Standards, you are expected to:

- monitor the educational progress of pupils with SEN and additional needs in the Middle and Upper Schools
- lead, line manage develop and so-performance manage the learning support assistants teachers and other inclusion staff
- lead, develop and enhance the teaching practices of all teachers in UKS2 and Secondary phases
- liaise with the Primary SENCO in regards to transition and to see the strategic vision for SEN

Whole School Direction Setting

Lead a team of teachers and support staff in collaboration with the Assistant Principal: Head of School and Head(s) of Key Stage, to ensure that the school develops a holistic and thorough intervention framework to meet the needs of all students

Strategic School Leadership

Leading on:

- Identification and transition
- Intervention and support
- Monitoring and evaluation for all students with additional or special educational needs.

Collaborate with colleagues regarding:

- Strategic planning for SEN students
- Construction of support programme
- Regular review and evaluation of provision to effect continuous whole school improvement.

Daily School Management

Develop an inclusive culture of QFT for all by:

- Providing effective intervention and support
- Training and modelling good practice
- Implementing legal SEN requirements to ensure all students achieve and reach their potential.

To develop an inclusive culture for all by:

- Effective communication
- Liaison with pastoral and teaching staff
- Resourcing/coordinating intervention as needed to effect a purposeful collegiate learning culture.

Specific Responsibilities

- Strategic development of SEN policy and provision in line with most recent legislation, and liaison with the Board of Governors including reports on progress and provision
- Support all staff in understanding the needs of SEN pupils and develop effective ways of removing barriers to learning
- Provide guidance on the provision of an appropriately broad, balanced, relevant and differentiated curriculum
- Monitor the progress of pupils with SEN and evaluate the effectiveness of their learning in order to guide future intervention and strategy
- Analyse and interpret data and advise on developments required to maximise achievement

- Liaise with staff, parents and carers, external agencies and other schools to co-ordinate their contribution to provide maximum support, continuity of provision, pastoral and social progress
- Develop and maintain resources (human and other), and co-ordinate their deployment and monitor their effectiveness
- Lead on the statutory procedure for assessment of EHCPs for students with SEN and identify access arrangements for examination entries and provide support
- Work with the SLT to ensure the SEN budget is deployed to ensure value for money
- Act as a Safeguarding Lead

General

- Play a full part in the life of the school community; support the school's priorities and ethos and encourage staff and students to follow this example
- Support enrichment activities to enhance pupils learning experiences
- Undertake an appropriate programme of teaching, and classroom support where needed
- Teach consistently good or better lessons in order to act as a positive role model for other staff
- Undertake personal professional development activities, as agreed with the Principal
- Attend all parental consultation evenings, open evenings and celebration evenings as per the school calendar
- Undertake any other responsibilities as reasonably requested by the Principal

Appraisal

- complete all appraisal requirements as set out in the school policy, including being appraised
- strive to fulfil agreed appraisal objectives

If an appraisal team leader

- set objective numerical targets to challenge and stretch staff and pupils
- challenge staff to aspire to greater goals and positive outcomes for pupils take a developmental, proactive approach to moving team / department / individual forward
- meeting whole school aims;
- record appraisal objectives and reviews on required templates