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| **Post Title and Grade** | **SENCo TLR 2B - (£4,442)** |
| **Reporting to** | Associate Vice Principal - Teaching and Learning |
| **Liaising with** | Teaching Staff, Associate Staff, Parents/Carers, External Agencies / Students |
| **Specific areas of responsibility and Key Tasks** | |
| **Core Duties**   * To develop resources in a variety of subject to support students with learning difficulties * To teach across the age and ability range * To prepare students for external examinations and assessments as directed by the Director of Learning | |
| **Key Tasks**   * To mark and assess students’ work according to the school/departmental policies * To attend and contribute to relevant meetings * To prepare students for external examinations and assessments as directed * Ensure regular assessments are in place and are used to inform Academic Profiles * To monitor student progress including data analysis and, where appropriate put in place intervention * Liaise with the Subject Leader/Director Learning when necessary and respond to the Subject Impact reports when required * To play a full part in the allocated College Team – including carrying out duties as a Form Tutor, if appropriate | |
| **SENCo**  Students   * Assess underlying needs in identified students through use of learning walks, book looks, staff, student and parent feedback * Regularly collect student voice of identified SEND students to ascertain accessibility of their lessons through use of QFT, share findings with the SHoC/HoC/ Senior Leadership Team | |
| **Parents**   * Support HLTAs to run coffee mornings for parents of identified groups of students * Be the second (HLTAs first) port of call to parents with issues | |
| Staff   * Contribute to SEND based CPD at every level (from 1:1 staff advice to small ITT sessions and whole school CPD) * Liaise with external agents, i.e. Educational psychologist, student and school support, teacher of the deaf, NHS nurses, communication and autism agent, etc. * Lead weekly early morning departmental meetings with HLTAs | |
| Governors   * Feedback to the identified SEND Governor as and when required | |
| Administration   * Be the named SEND representative for the school with regards to SENAR * Be the first port of call to the HLTAs for SLIP production and distribution * Maintain a database of behaviour logs, inclusion/exclusion and attendance percentages of all students on the SEND register * Oversee the targeted lunchtime development groups run by TAs and use effective data to measure impact of intervention * Oversee the SEND workflow to ensure processes and systems are followed from staff concern to completion of ‘next steps’ * Provide support to HLTAs with the logistics of their whole year testing schedules, I.e. Help timetable the dyslexia screening in year 7, etc. * Meet after school weekly with the Vice Principal - Safeguarding and Wellbeing and Associate Vice Principal - Teaching Learning to share progress of students, concerns of staff and parents and patterns in data | |
| **Other Specific Duties** | |
| * To continue personal development as agreed * To engage actively in the performance review process * To undertake any other duty as specified by the School Teachers’ Pay and Conditions Document not mentioned in the above * Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task to be undertaken may not be identified * Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description * Employees are expected to adhere to Holyhead’s agreed Code of Conduct   *The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition This job description is current at the date shown but in consultation with the post holder may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.* | |