

# **Job Description: SENDCo**

**Reporting to:** Principal  
**Start date:** April 2018  
**Hours:** Full time

## **The Role**

The academy is expanding rapidly and we are seeking an enthusiastic SENDCo. The post is particularly well-suited to a dedicated SENDCo who will develop and support effective practice for pupils with particular learning needs to ensure their needs are addressed in the most effective way, and where appropriate, they are able to make rapid progress in line with the academy's expectations. The SENDCo will lead the development of SEN provision across the Academy, identify and adopt effective teaching approaches for pupils with special and additional needs, and liaise with other schools to ensure continuity of support when transferring pupils with SEN to the Academy.

## **Key responsibilities**

- Lead the development across the Academy of the most effective teaching approaches for pupils with SEN.
- Monitor the impact of teaching and learning activities on the progress made by pupils with SEN.
- Liaise with other schools to ensure continuity of support and learning when transferring pupils with SEN to the Academy.
- Support the development of high achieving classrooms which supports and fosters the achievement of pupils with additional learning needs.
- Play a leading role in maintaining/establishing the whole Academy's culture and ethos and providing strategies to support pupils with SEN to meet the Academy's demanding expectations in the area of behaviour for learning.
- To line manage the Inclusion Team including Learning Support Assistants and Learning Mentors
- Contribute to the effective working of the Academy.

## **Outcomes and activities**

### **Leading Inclusion**

- Develop strategies to ensure early identification of pupils with additional needs.
- Identify and adopt effective teaching approaches for pupils with special and additional needs.
- Monitor teaching and learning activities, to meet the needs of all pupils.
- Establish and disseminate strategies that support all staff in their work with pupils.
- Provide training for staff in working with SEN pupils.

### **Teaching and Learning**

- Teach engaging and effective lessons that motivate, inspire and improve pupil attainment
- Create a climate for learning within teams and support the notion that all teachers are also learners
- Develop staff support at all levels to ensure they have the best training to fulfil their roles
- Maintain regular and productive communication with parents

### **Other**

- Undertake other various responsibilities as directed by the Principal.
- Undertake the main professional duties of a SENDCo as set out in the Ark Schools pay and conditions of service document.

# **Person Specification: SENDCo**

## **Qualification Criteria**

- Qualified to degree level and above
- Qualified to teach in the UK
- Undertaken specific SENCO training
- Right to work in the UK

## **Knowledge, Skills and Experience**

- Experience of identifying, monitoring, evaluating and providing effective strategies for pupils with SEN.
- Experience of raising attainment for pupils with SEN.
- Experience of working with children who have identified special educational needs
- Experience of working collaboratively with a speech and language therapist and other external professionals in school
- A consistently good or outstanding classroom practitioner able to lead by example.
- An understanding of how to use assessment effectively to inform planning for good teaching and learning
- Consistent and effective planning of lessons to meet all pupils learning needs
- Excellent classroom management skills
- Involvement and commitment to all aspects of school life.
- Knowledge of strategies and techniques for raising pupil attainment
- Experience of leading and managing a curriculum area
- Experience of leading a team of staff
- Evidence of leading on an impact that has improved pupil outcomes
- A proven track record as a good or outstanding teacher
- Good knowledge & understanding of the new National Curriculum for 2014
- Knowledge of curriculum development and effective pedagogy
- Knowledge of how the effective use of data and target setting can raise standards
- Experience of target setting

## **Leadership and Management**

- Effective team worker and manager.
- Demonstrates resilience, motivation and commitment to driving up standards of work.
- Acts as a role model to staff and students.
- Vision aligned with Ark's high aspirations, high expectations of self and others.
- Genuine passion and a belief in the potential of every student.
- Commitment to the safeguarding and welfare of all pupils.

## Leading the Learning

- Excellent SEN teacher.
- Effective and systematic behaviour management, with clear boundaries, sanctions, rewards and praise.

## Other

- This post is subject to an enhanced Criminal Records Bureau disclosure.

*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](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.*