

### SENCo Job Description

This job description should be read in conjunction with the current School Teachers' Pay and Conditions Document and the provisions of that document will apply to the post holder. The SENCo is responsible to the Head Teacher.

We are ideally looking to appoint someone with experience in SEN and motivated to lead this important area, however, we are also willing to consider and offer training for the national award for SENCo to applicants with an enthusiasm and interest in developing their skills in leading additional needs throughout the school.

This is a fantastic opportunity to join us on a remarkable journey and contribute to achieving our vision to ensure that all children reach their full potential.

The pay spine for the successful applicant is: TLR1 for somebody qualified in the role, if we are training somebody the SEN allowance would be discussed on a case by case basis at interview.

#### **Main Activities:**

- Responsible for the preparation and application of the school SEND Policy in co-ordination with the Director of SEND across the Bohunt Educational Trust & School Leadership team.
- Responsible to their line manager for his/her duties, responsibilities and teaching tasks.
- Maintain accurate and timely records
- Interact on a professional level with all colleagues and establish and maintain good working relationships which will promote the development and effective delivery of the school curriculum and maximise children's achievement.
- Responsible for the supervision of the work of support staff to include timetabling
- Responsible for Annual/Transition Reviews and will write, monitor, evaluate and review Individual Education Plans, EHC plans, as well as being the link person between parents/carers and outside agencies.
- Prepare documentation on individual pupils for external agencies/meetings
- Liaise and direct specialist support in the school
- Report regularly on the achievement of pupils with SEN to line manager.
- Keep abreast of national priorities and share updates with colleagues
- Lead INSET and improve standards of inclusive teaching and learning across the school
- Provide guidance and support to colleagues on raising the achievement of pupils with SEN, including those learning with EAL.
- Support colleagues in setting challenging targets for the pupils in their class with SEN needs.

Proud to be part of the Bohunt Education Trust

## Person Specification

### **Experience:**

- An excellent classroom practitioner
- Experience of leading a whole school initiative
- Experience of working with pupils with special educational needs
- Experience of working with Looked After Children is beneficial but not essential
- Involvement with the effective safeguarding of students

### **Qualifications & Training**

- QTS
- Evidence of relevant continuing professional development.
- Completion of National SENCo Accreditation Award is beneficial but not essential (candidate must be willing to undertake this training if successful with application)
- Qualified to an appropriate level in line with JCQ guidelines to award access arrangements and complete necessary assessments.

### **Practical Skills**

- Strong interpersonal skills
- Effective people management skills
- Ability to think creatively and imaginatively
- Has a working knowledge of the Code of Practice for Special Educational Needs
- Able to write factual, concise, unambiguous reports, documents and IEP's on pupils for presentation to a range of Stakeholders.
- Be able to liaise with multiple outside agencies and form effective working relationships
- Be able to network with local primaries to develop a clear transition between educational settings

### **Personal Qualities & attributes**

- Ability to work collaboratively with SENCo's across the trust
- Ability to work both autonomously and as a member of a team.
- Ability to forge effective professional relationships and establish positive partnerships with parents and carers.
- Empathetic and approachable manner.
- Highly motivated.
- Flexible
- Has high expectations of all children regardless of need.

## Notes on Applying

Candidates applying for the post should outline any relevant experience they have in regard to the SENCo role and responsibilities with a focus on the positive impact any initiatives have had on children. Please also highlight any good or outstanding classroom initiatives again with a focus on the positive impact on children.