



CAMBRIDGE PRIMARY EDUCATION TRUST

JOB DESCRIPTION – SENCo (Supporting SEND across the TRUST)

Cambridge Primary Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This appointment is subject to an Enhanced DBS check and references.

POST: SENCo (Supporting SEND across the Trust)
SALARY: Main/Upper Range plus SEND 1 Allowance
RESPONSIBLE TO: Executive Principal, who has overall responsibility for the Trust

PURPOSE OF THE JOB

To support the Headteachers/Executive Principal in creating, developing and evaluating the Trust's provision for SEND and inclusion. This role will also include providing support to other schools outside the Trust, where required.

Duties:

The SENCo will:

- report to and support the Headteachers/Executive Principal effectively when required to do so;
- assist the Headteachers/Executive Principal and governors in determining and managing a whole curriculum with particular emphasis on SEND, in accordance with the abilities and needs of the pupils;
- support and contribute to the school's system for the review and evaluation of teaching and learning;
- monitor the raising of pupils' standards of achievement and attainment with regard to SEND;
- work in partnership with the Headteachers/Executive Principal and the Governing Body to ensure that sound management of finance, personnel and resources enables the school to offer best value for money in SEND and inclusion;
- contribute effectively as a member of the Senior Leadership Team;
- play a major role in the professional development of all staff and in the management of staff training;
- lead and support staff in the management and development of their curricular responsibilities to promote high quality teaching and learning;
- foster the development of a positive and supportive ethos for academic and social learning;
- oversee the pastoral care, personal development and general behaviour of the school;
- display a high standard of professional behaviour and integrity at all times;
- act as a team leader in the appraisal system;
- promote and develop a partnership with parents which recognises the worth of their contribution to their child's education;
- assist the Headteachers/Executive Principal in the day-to-day running of the school;
- be involved in the organisation, planning and delivery of assemblies as and when necessary.