**Job Description and Person Specification**

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| Job Title | SENCO | Job Category | Teaching/ Management |
| Job Holder |  | Pay Scale | No |
| Full / Part Time | Full Time | Leadership Team | No |
| Working Week | Sun - Thur | Working Hours | Sunday to Wednesday 7:10am - 2:15pm, Thursday 7.10 - 1.15pm |
| Line Manager | Assistant Headteacher | | |

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| Job Aim |  | | |
| Staff Managed | 4 | As Line Manager | 4 |
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**Person specification**

A competency is an observable skill, behaviour or application of knowledge, which is required for effective performance. State which duties each competency supports.

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|  | Competencies  essential (E) or desirable (D) | Duty supported | Evidenced by |
| 1 | Recognised Teaching qualification (E) | 1 & 2 | Qualifications & interview |
| 2 | National Award for SENCOs (D) | 1 | Interview |
| 3 | Accurate & methodical (E) | 1 | Interview |
| 4 | Work independently (E) | 1 | Interview |
| 6 | Prior teaching experience (E) | 1 | CV and interview |

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| Essential | * Have Qualified Teacher Status and a degree or a similar SEND related qualification * Have experience working with children with literacy and numeracy difficulties * Have experience of working with children with speech and language difficulties |
| Desirable | NASENCO, Qualification in dyslexia / learning difficulties, |

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| New post? | No | | |
| Is this an existing post upgraded or downgraded? | | No | |
| Has the person specification changed since the post was last filled? | | | Yes |
| Does the post carry any allowances or benefits? | | | Yes, TLR |
| If yes, please specify these here. | | For sponsored staff housing, medical and flights | |

**Oversee the daily running of the Department:**

* To lead and manage the requirements and provision for Special Educational Needs and interventions, across the whole school.
* To develop, with the support of the Assistant Headteacher and other colleagues, effective ways of overcoming barriers to learning through a graduated system of Wave provision.
* To collaborate with Heads of Department, Year Group Leaders and teachers to ensure that all students have equal access to learning.
* To ensure there are rigorous and effective referral processes for successfully identifying those children needing support, through termly pupil progress meetings and the SEND Referral Procedure.
* To carry out assessments, observations, data analysis and/or book looks to enable appropriate support.
* To coordinate provision for individual pupils with additional needs and to oversee day to day provision.
* To provide intervention support.
* To be responsible for the efficient and effective management and deployment of SEN personnel including specialist teaching staff, Learning Support Assistants and general Teaching Assistants across the whole school.
* To oversee records on all pupils with additional needs.
* To regularly update and maintain the school’s SEND Register and provide information regarding SEND children to authorised outside agencies.
* Chair and facilitate weekly SEND departmental meetings.
* Develop, implement and maintain effective strategies to promote engagement of the whole school community. In particular, to establish effective relationships with all parents/carers and promote their involvement in their children’s learning and school activities.
* To liaise and maintain links with outside agencies offering assessments and support.
* To develop and maintain resources for supporting all pupils with additional needs.
* To actively monitor and respond to inclusion initiatives at international, regional and local levels.
* Keep up to date with UK developments regarding SEND, teaching practice / methodology and leadership initiatives.
* Monitor and evaluate performances against school, local and UK performance indicators.
* To oversee and organise optional after school tutoring for children with an identified need.

**CPD Responsibilities:**

* To contribute to the in-service training of Learning Support staff, developing knowledge and skills.
* To identify, organise and manage the CPD of all Teaching Assistants across the school.
* Establish and reinforce common standards of good practice.
* Ensure equality of opportunity for all staff to facilitate their continuing professional development.
* To run regular CPD sessions for teachers, teaching assistants and parents in relation to SEND.
* Undertake staff appraisals as required.
* Monitor the quality of teaching and learning in line with the requirements of self-evaluation and the School Improvement Plan.
* To identify training and development needs of SEN staff and support development within the financial parameters imposed by the budget.
* To provide related professional guidance to colleagues with the aim of securing high quality teaching and support for pupils with additional needs.

**Working with SLT:**

* To advise the leadership group on the strategic development of the SEND policy and provision in school.
* To contribute to the development of whole school policy wherever appropriate.
* To provide reports for the Board of Governors as statutorily required.
* To be responsible for producing a SEND annual Development Plan in an agreed format, reviewed in line with the School Improvement Plan.
* Meet regularly, as required, with the Senior Leadership Team.
* Attend regular SMT meetings and make a valuable contribution to Senior Management discussions.

**Safeguarding and Promoting the Welfare of Children:**

* Ensure a safe and supportive school culture.
* Be a Designated Safeguarding officer, who will be trained to hold a Level 2 Safeguarding Certificate.
* Have knowledge of, and adhere to, safeguarding policies and procedures.
* Ensure the welfare of children is safeguarded and promoted in line with current best practice and any relevant legislation.
* Be aware of and understand the duties and responsibilities arising from the Children’s Act 2004 and statutory guidance Working Together to Safeguard Children in relation to child protection and safeguarding children, young people and vulnerable adults as it relates to this role.
* To lead and oversee the work of the Learning Mentor through regular weekly meetings.
* To ensure the Pupil Well Being log is regularly revised and updated.
* To attend termly meetings with the school’s Well Being Committee.
* To ensure an effective learning environment and support other staff in the implementation of positive behaviour management.

**Other Responsibilities:**

* To fulfil criteria for the standard teaching contract.
* Fulfil a part time teaching commitment and be an excellent classroom practitioner.
* At all times operating within the school’s equalities policies, demonstrating commitment and contribution to improving standards of attainment.
* Ensure equality of opportunity for all students in order that they may achieve to the best of their ability.
* Contributing to the maintenance of a caring and stimulating environment for young people.
* Actively support the diversity of the school’s communities and students.
* To support the school ethos, playing a full part in the life of the school, and to be a positive role model.
* Promote and maintain good communication with individuals and groups.
* Develop links with neighbouring schools.
* Support ECA activities to enhance students’ learning experiences.
* Attend and participate in meetings, open evenings and student performances.

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed annually as part of the performance management process or as appropriate.

Employees of the school shall at all times respect the confidentiality of the school’s business, its employees, pupils and parents. No matters relating to the School’s affairs may be made known to any party outside the school.

The duties of this position include but are not limited to the above and the position holder may be asked to perform other reasonable duties as the Board of Governors require, at the discretion of the Principal.

**Signature of post holder \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date / /**

# Signature of Principal \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date / /