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# Academies Enterprise Trust

**Job Description**

**Job Title: SENCO**

**Location: St Helens Primary Academy**

**Hours of work: Part Time 2 days (0.4) per week**

**Reports to: Headteacher**

**Purpose of the Role:**

To be responsible for the academic and pastoral development and well-being of all students with SEN or Disability related need, or LAC status; to be responsible for the implementation of the SEND policy and legal requirements across the whole school; to ensure adequate SEN (including Mental Health and related pastoral needs), Disability, and LAC provision is in place

To promote and adhere to the Trust’s values to be unusually brave, discover what’s possible, push the limits and be big hearted.

**Responsibilities:**

**Strategic Direction and Development of SEN Provision in the School (with the support of, and under the direction of, the head and leadership team)**

* exercise a key role in assisting the head and governors with the strategic development of SEN policy / provision
* support all staff in understanding the needs of SEN pupils and ensure the objectives to develop SEN are reflected in the school development plan
* monitor progress of objectives and targets for pupils with SEN from teachers’ plans, evaluate the effectiveness of teaching and learning by work analysis and use these analyses to guide future improvements.

analyse and interpret relevant school, local and national data and advise the Principal on the level of resources required to maximise achievement

liaise with staff, parents, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of provision

**b) Teaching & learning**

support the identification of and disseminate the most effective teaching approaches for pupils with SEN

work with the head and staff to develop effective ways of bridging barriers to learning through:

- Assessment of needs

- Monitoring of teaching quality and pupil achievement

- Target setting, including IEPs

- Developing a recording system for progress

* collect and interpret specialist assessment data to inform practice
* undertake day-to-day co-ordination of SEN pupils’ provisions through close liaison with staff, parents and external agencies
* work with the head, teachers, key stage co-ordinators and pastoral staff to ensure all pupils learning is of equal importance and that there are realistic expectations of pupils
* consider the range of teaching strategies / equipment that could be utilised for pupils

**c) Leading and managing**

* Provide professional guidance to staff to secure good teaching for SEN pupils, through both written guidance, team teaching/planning and meetings
* Contribute to the performance management process of SEN teachers and Support Assistants
* Advise on and contribute to the professional development of staff, including whole school INSET provision
* Provide regular information to the head and governing body on the evaluation of SEN provision

**d) Effective deployment of staff and resources**

* Advise the head and governing body of priorities for expenditure and deployment of staff, and utilise resources with maximum efficiency
* Maintain and develop resources, co-ordinate their deployment and monitor their effectiveness in meeting the objectives of school and SEN policies

**e) Other professional requirements**

* Co-ordinate all Annual Reviews and attend / chair when necessary

**Employee value proposition:**

We passionately believe that every child can discover their own remarkable life. It’s what motivates us around here. We know this vision requires something extra. Which is why at AET, you’ll find more. More opportunities, so you can forge your own path. More care and support, so you can prioritise what matters most. More purpose, for you and for the children we are inspiring. Come inspire their remarkable with us.

**Our values:**

The post holder will be expected to operate in line with our values which are:

● Be unusually brave

● Discover what’s possible

● Push the limits

● Be big hearted

**Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in theTeachers’ Pay and Conditions.

2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive

6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

**Safeguarding**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

**Person Specification**

**Job Title: Part Time SENCO**

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| **General heading** | **Detail** | **Essential requirements:** | **Desirable requirements:** |
| **Qualifications** | Qualifications required for the role | ● First Degree + QTS | * Post-Graduate Study * NASENCO Qualification |
| **Knowledge/Experience** | Specific knowledge/  experience required for the role | * Good planning skills which take account of the range of abilities, interests and motivations of students * Knowledge, understanding and experience of the practice of a variety of assessment methods * Understanding of how data is used to inform target setting and how to share this with staff and students so that it supports progress and encourages high expectations * Knowledge of Current educational issues * Commitment to securing the best possible for all children in one’s care * Ability to manage student behaviour and a willingness to deploy the resources and interventions as necessary * Passion to ensure all children are made to feel valued and that their needs are addressed * Ability to create and maintain good relationships with staff and students and other stakeholders including parents, outside agencies, other staff | * Evidence of use of data to inform and raise attainment * Evidence of successful teaching * Evidence of successful relationships with other stakeholders |
| **Skills** | Abilities | * Be analytical * Solve problems * Communicate effectively orally and in writing with a wide range of people * Work well under pressure | * Good or above teaching skills |
| **Personal Characteristics** | Behaviours | * High levels of expectation for self and others * Positivity and enthusiasm * Professionalism * Calm approach * Energy, drive and dedication |  |
| Values | * Ability to demonstrate, understand and apply our values   ○ Be unusually brave  ○ Discover what’s possible  ○ Push the limits  ○ Be big hearted |  |
| **Special Requirements** |  | * Successful candidate will be subject to an enhanced Disclosure and Barring Service Check * Right to work in the UK * Evidence of a commitment to promoting the welfare and safeguarding of children and young people |  |