

## Job Description



# SENCO

Astrea Academy Dearne

<b>Salary:</b>	MPS/UPS and TLR 1C	<b>Reports To:</b>	Assistant Principal
<b>Actual Salary:</b>	£31,957 - £50,062 plus TLR1C - £11,687 per annum	<b>Start Date:</b>	September 2025
<b>Contract:</b>	Permanent	<b>Location:</b>	Astrea Academy Dearne

### Purpose of the Role

- Determine the strategic development of special educational needs (SEND) policy and provision in the school.
- Be responsible for day-to-day operation of the SEND policy and co-ordination of specific provision to support individual pupils with SEND.
- Provide professional guidance to colleagues, working closely with staff, parents and other agencies.
- Be responsible for the provision of assessment, support and guidance for scholars with additional needs (Access Arrangements).
- Plan individual learning programmes and support because of assessment, review progress and feedback to teachers. They will work with all members of staff to provide strategies and guidance in supporting scholars both in the classroom and on a one-to-one basis.
- Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions
- The SENCO provides professional leadership and management, to secure high-quality teaching, learning, delivery of curriculum and scholar outcomes for scholars with additional needs.
- SENCOs in collaboration with others, are accountable for the standards of attainment and progress of scholars with additional needs, the quality and delivery of the curriculum for scholars with additional needs and the professional performance of the staff they line manage.

### Main duties and Responsibilities

- The successful applicant will be responsible for the strategic development of SEND policy and provision and have a strategic overview of provision for scholars with SEND across the school, monitoring and reviewing the quality of provision.
- They will contribute to school self-evaluation, particularly with respect to provision for scholars with SEND or a disability and ensure the SEND policy is put into practice, and that the objectives of this policy are reflected in the school improvement plan.
- They will need to maintain an up-to-date knowledge of national and local initiatives which may affect the school's policy and practice and evaluate whether funding is being used effectively. They can then propose changes to make use of funding more effectively.

- The post will also include responsibility for the operation of the SEND policy and coordination of provision and they will need to maintain an accurate SEND register and provision map and provide guidance to colleagues on teaching pupils with SEND or a disability and advise on the graduated approach to SEND support. They will also analyse assessment data for scholars with SEND and ensure records are maintained and kept up to date.
- They will advise on the use of the school's resources to meet scholars' needs effectively, including staff deployment and be aware of the provision in the local offer and secure relevant services for the pupil.
- The SENCO will also work with early years providers, other schools, educational psychologists, health and social care professionals, and also be the key contact for other external agencies especially the local authority.
- They will implement and lead intervention groups for scholars with SEND and evaluate their effectiveness and also co-ordinate provision to ensure that this meets the pupil's needs and monitor its effectiveness.
- They will also need to communicate regularly with parents or carers, be the designated teacher for looked-after children and review the education, health and care plan with parents or carers and the scholar.
- They will promote the scholar's inclusion in the school community and access to the curriculum, facilities and extra-curricular activities and ensure that, if the scholar transfers to another school, all relevant information is conveyed to it, and support a smooth transition for the scholar.
- They will also undertake the Designated Safeguarding Lead training and develop effective working relationships with the Designated Safeguarding Lead.

### Education and Qualifications

- ★ Education to degree level in a relevant subject
- ★ Qualified teacher status
- ★ National SENCO Award (or a commitment to working towards)

### Experience

- ★ The successful candidate will demonstrate expertise and experience in SEND with the ability to identify and lead improvements in the SEND curriculum, excellent knowledge and understanding of current issues in SEND & understanding of the assessment of scholars' progress for those with SEND.
- ★ The post will involve regular conflicting priorities, working to set deadlines & performance objectives and a degree of unexpected situations, to which the post holder must be able to cope with and adapt to.

### Knowledge, skills and abilities

- ★ Good ICT, oral and written communication skills alongside the ability to inspire confidence in and establish excellent relationships with scholars, teachers and parents.
- ★ Skills and understanding necessary to support and guide other teachers, strong classroom management skills and the ability to formulate clear and effective mid/ long term plans.

*Astrea Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. Posts are subject to enhanced DBS checks.*

*Astrea Academy Trust are delighted to be part of such an important movement, which will ensure we have the guidance to challenge attitudes towards disability, tap into wider talent pools and help all individuals across the Trust fulfil their potential and realise their aspirations. As a disability confident employer we have pledged to promote a culture that ensures there are no barriers to the development and progression of disabled staff*