

JOB DESCRIPTION

Post title:	SENDCO
Academy:	Oxclose Community Academy
Reporting to:	AHT SENDCO/Standards
Salary/Pay range:	L5-9
Hours of work:	Full Time

Purpose of Job

The SENCO will work with members of the Academy's Senior Leadership team to:

- Support the Headteacher through leading managing and monitoring all policies and strategies to deliver the academy's vision.
- Contribute to the effective day to day management of the academy
- Specific responsibilities to be determined in line with the strengths of the successful candidate

Main Duties and Responsibilities

Leadership and Management

- Work as a member of Oxclose Community Academy's Middle Leadership Team to ensure that all policies are fully implemented.
- Work closely with other strategic Leaders who form the Academy's Senior Leadership team to develop all through curriculum and assessment that ensures progression throughout the academy's key stages.
- Support middle academic leaders to ensure that all teaching is of at least good standard.
- Ensure a calm orderly purposeful learning environment for all pupils. Ensure effective behaviour management is in place including through promoting positive learning behaviour.
- Ensure that the social, emotional welfare and pastoral needs of all pupils are effectively met so that all pupils are able to achieve their academic potential.
- Ensure good levels of pupil attendance.
- Lead and manage teams including non-teaching support staff to ensure that all pupils access effective high quality support and guidance and put in place effective action/ strategies for improvement where there are areas of weakness.
- Fully implement all policies for safeguarding and the protection and safety of all children.
- Promote inclusion throughout the academy.
- Ensure that the impact of teaching, welfare and pastoral support and where appropriate wider specialist support is regularly monitored and evaluated and that effective plans are in place where there are concerns or areas of weakness.
- Provide reports for the academy's governors and trustees as appropriate.
- Work collaboratively with parents and support other colleagues.
- Manage the Performance Management (PM) of teachers and support staff as allocated by The Academy's Headteacher.

Teaching and Learning

- Provide high quality teaching and learning through your own classroom practice.
- Model high quality teaching and learning for others.
- Manage and monitor the quality of teaching and learning for all pupils.
- Support other colleagues to develop their teaching.
- Support other colleagues to develop their leadership skills.
- Ensure that academic leaders are taking effective action where teaching is not of a good standard. Ensure that effective support is in place so that pupils are not disadvantaged by weak teaching.
- Manage and support Middle Leaders to ensure that all teachers are using assessment data and information to plan effectively, to track pupils' progress and to put in place effective intervention where pupils are not making expected progress.

SEND/EAL

- Coordinate Special Educational needs and disabilities, academy wide
- Lead the development and coordination of: an appropriate curriculum; high quality teaching and learning for all pupils with special educational needs and disabilities.
- Monitor and update IEPs on the school system and ensure information and strategies are shared with all staff.
- Make referrals to external and specialised services and agencies as required.
- Complete Education Health Care Plan applications and annual reviews in line with statutory requirements.
- Work closely with school leaders and standards managers to ensure that all pupils with SEN or EAL, are set challenging targets and are making at least expected progress.
- Work with all subject development leaders to develop appropriate curriculum, ensure that effective education plans are in place for all pupils with SEN, track and monitor their progress and introduce effective action where pupils are underperforming.
- Identify the training needs of all staff, particularly teachers and work with SPs to ensure that needs are met.
- Track the progress of all SEND, learners providing detailed reports to the senior team and governors, as required.
- Line manage the EAL lead- who in turn will: work with all subject development leaders to develop appropriate curriculum; Track the progress of all SEND, learners providing detailed reports to the senior team and governors, as required.
- Work with all external agencies to maximize access to high quality effective support.
- Must attend network meetings to keep up to date with current trends and developments within SEND, both locally and nationally.
- Work closely with the welfare managers in all schools and in particular with the senior strategic leader for pupil welfare to make sure that effective education plans are in place as part of EHC plans, where appropriate.
- Monitor and report on the impact of government funding for Pupil Premium, Year 7 Catch-up programmes and Sport's funding- to raise standards of achievement for vulnerable groups.

Training

- With other leaders, identify the training needs of all academy staff and organise training to meet these needs.
- Provide training to individuals and groups of staff.
- Ensure that you are up to date and conversant with all legislation, guidance, accountability frameworks and good practice for teaching and supporting secondary aged pupils.

Health & Safety

- Ensuring that area of work complies with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health & Safety
- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so

Safeguarding

- Be aware and familiar with academy policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Taking appropriate action in accordance with academy policies and Keeping Children Safe in Education 2019 where required