

**SENDCO**

**Applicant Pack**

**SENDCO**

**Full-time, permanent**

**MPS/UPS and TLR 1**

The SENDCO at Beechen Cliff is an exceptional opportunity for an ambitious and self-motivated teacher to lead the SEN Faculty and manage a committed team of Teaching Assistants in this high performing Bath school.

The school is seeking to appoint a SENDCO, starting September 2019, with a commitment to excellence and to ensure all pupils reach their full potential regardless of their educational needs.

Heads of Faculty at Beechen Cliff have a significant degree of autonomy and operate within the school’s ‘can-do’ culture – and as such the successful candidate will be encouraged to be creative, take their own initiative and lead the development of the SEN Faculty. The SENDCO will be expected to demonstrate outstanding practice in leadership, management and in their own teaching.

In addition, the SENDCO will have to demonstrate the ability to deliver outstanding academic achievement through rigorous diagnosis of individual students’ needs, strengths and weaknesses along with the implementation of appropriate and targeted support programmes.

The School has a vibrant extra-curricular life which includes sport, music, debating and public speaking. A willingness to contribute will be a clear advantage. The Application Pack is available on the Beechen Cliff School website and attached to this advert. Applications should be made by via the TES Quick Apply by noon on Monday 25th February 2019. Interviews are currently planned to take place on Tuesday 5th March 2019.



**Job Description – Head of Subject – SENDCO**

**Accountable to:** Governing Body, Leadership Team link, Headmaster

**Accountable for:** Members of subject staff, including support staff.

**Purpose:** To be responsible for:

* The quality of teaching, learning and pupil progress, analysing outcomes and planning for improvement
* Primary liaison for SEN pupils
* Coordinate the support for EAL pupils
* Monitoring performance and working to improve performance of TA members – including the agreed policy of appraisal
* Managing the human and fiscal resources available to the department including the deployment of TA staff and rooms
* Liaising with the Deputy Head (Curriculum) on rooming
* Ensuring programmes of support are up-to-date
* Organising pupil grouping for extraction groups
* Monitoring and reviewing the impact of the interventions and programmes of support
* Keeping abreast of initiatives and new policies related to subject
* Promoting and safeguarding the welfare of children and young persons.

**Duties and Responsibilities**

**Schemes of Work**

* To ensure schemes of work and programmes of support are developed and reviewed. To ensure that these meet all statutory requirements and meet the needs of all students in an innovative and engaging way.
* To ensure all resources are in place to deliver the schemes.
* To liaise with departments to ensure provision and support is appropriate for the needs of the children with special needs.

**Effective Teaching**

* To set exemplary standards in teaching and learning and pupil support and guidance for members of the team to model.
* Monitor and enhance effective support delivered by team members – to include lesson observation and feedback at least annually.
* To oversee the work of post-holders in this respect.
* To advise subject Heads of Department and subject links about good practice.
* To organise or provide training as required.
* To provide guidance and feedback to the staff teaching body as a whole about effective strategies to support pupils on the SEN register.

**Pupil Progress**

* To ensure pupil progress is monitored and analysed at all levels and to report on this to the Leadership Team link and Headmaster as required.
* Tracking short term progress via personal targets and medium term progress via internal assessment.
* To liaise with subject staff.
* To monitor the implementation of suggested strategies to improve pupil progress.
* To monitor pupil progress through work sampling, progress data analysis, summative exam data, report sampling and to take necessary action based upon this process.
* To ensure that progress and targets are effectively communicated by team members to parents through student review meetings and annual/periodic review.

**Examinations**

* To ensure that examination entries are made as required.
* To ensure that appropriate examinations and tests are set at all levels.
* To ensure that assessments are made to allow for examination access arrangements.
* To support the management of examinations through liaison with the examinations team.

**Team Members**

* To manage the performance of post-holders in SEN in line with school policy.
* Through the Heads of subject, ensure that the work of support staff is monitored and that they work effectively.
* To ensure that working practices address all Health and Safety issues adequately.
* To ensure that appropriate staff development is undertaken by team members to continually improve their effectiveness.
* To support the induction of new staff and the training of PGCE and GTP students where appropriate.

**Pupil Behaviour**

* To ensure that pupil behaviour in lessons is of the expected standard.
* To ensure that team members adhere to school policies on behaviour and to provide support where necessary.

**Enrichment**

* To work with the subject team to support and develop enrichment activities

**Subject Management**

* To ensure all EHCP reviews occur as required.
* To Liaise with parents of pupils on the SEN register as required.
* To timetable TAs and have oversight of their work.
* To manage the subject team in an open and consultative way, affording members of the team the chance to participate and have an input into developments through team meetings and training.
* To provide direction and leadership for the subject team through team meetings and training.
* To care for the well-being of members of the subject team.
* To implement the Faculty Improvement Plan and to monitor its impact.
* To work with the Leadership Team on the deployment of staff and rooms.
* To manage the subject human and fiscal resources (including text books and equipment) in the most effective way.
* To attend Heads of Faculty meetings as required.
* To contribute to the development of whole school policies as required.
* To liaise with outside agencies and the local authority as required.
* To plan and oversee delivery of student interventions as identified on student profiles.
* Any other relevant duties as appropriate as requested by the Leadership Team Link or the Headmaster