

JOB DESCRIPTION



Job title:	SENCo
Responsible to:	Senior Assistant Head
Grade:	In accordance with School Teachers Pay & Conditions
Contract:	Permanent pending successful completion of probationary period
Hours:	32.5 Hours
Job purpose:	<p>Under the direction of the Head Teacher, the SENCo will have the responsibility for ensuring that the SEND strategy and related policies are followed in the school. They will ensure that provision for pupils is of high quality and complies with both the SEND Code of Practice 2015 and the Equalities Act 2010.</p> <p>To lead and maintain the highest of professional standards and expectations and facilitate effective communication throughout the school.</p>
Key internal contacts:	SEN Team Senior Leadership Team (SLT) Teaching staff Students Classroom support staff Administrative team
Key external contacts:	SENCos in other schools Local Authority OFSTED Department for Education Parents/Carers
Special consideration:	Hold a clear Enhanced DBS check Hold a current driving licence with own transport <ul style="list-style-type: none"> • Willing to work beyond conventional hours at peak times (e.g. Exams, Ofsted)

Duties and responsibilities

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

SENCo

- Shaping the school's overarching SEND strategy working alongside other senior leaders to do so.
- Having day-to-day responsibility for the coordination and record keeping of SEND provision to support individual pupils. This will involve supporting children in class and in small groups if necessary.
- Coordinate Educational Health Care Plans (EHCPs), assessments and annual reviews ensuring multi-agency input.
- Ensure the college is compliant with SEND Code of Practice (graduated response).
- Coordinate and develop an appropriate curriculum for students with SEN.
- Attend SENCo surgery/forum meetings and share good practice.
- Responsibility for access, inclusion, equal opportunities and developing such policies.
- Have an effective working relationship with relevant key partner agencies.

SEN Curriculum

- Be responsible for assessing students and applying for access arrangements.
- Ensure the safekeeping of all assessments and keep an up to date record.
- Collect and interpret specialist assessment data and use this to inform applications for EAA including the completion of Form 8s, as well as informing appropriate intervention.
- Monitor and re-order EAA assessment resources.
- Plan and deliver interventions for individuals and small groups
- Carry out screening, diagnostic assessments and reports, as required.
- Write and distribute SEN profiles.
- Plan the graduated response (SEN) and measure the impact over time.
- Mark, assess, record and report on students' work, in accordance with current policies and ensuring accurate bench marking is in place.
- Liaise with the Examinations Officer to ensure entries are submitted on time and assist with audits.
- Have a teaching commitment.

Leading and managing staff - developing self and others

- Support the development of collaborative approaches to learning within the school and beyond.
- Participate, as required, in the selection and appointment of teaching and support staff.
- Be an excellent role model for both staff and pupils in terms of being reflective and demonstrating a desire to improve and learn.
- Undertake sickness review meetings and other relevant meetings as a line manager.
- Ensure opportunities are provided for the professional development of staff, ensuring that they are up-to-date with developments in the subject area in order to improve the quality of learning and teaching.
- Undertake performance management and regular supervision and identifying training needs and opportunities as a line manager.
- Meet regularly with the SEN department.

Trust

- Promote the Trust's core themes of working with vulnerable young people and helping them to flourish.
- Promote the safeguarding and welfare of children and young people.
- Comply with the Trust's policies and procedures (e.g. equal opportunities and health and safety).
- Ensure high standards of behaviour and dress are maintained.
- Attend Trust/academy briefings, meetings and events as required by the Executive Principal or Headteacher.

Additional Duties

You may be required to carry out additional duties, as the Executive Principal or Headteacher may reasonably request, which are commensurate with the post.

PERSONAL SPECIFICATION

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. **You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form.**

	Essential	Desirable	MOA
Qualifications			
Qualified Teacher Status.	✓		C
To hold the NASENCO qualification.	✓		C
Professional development in preparation for a leadership role.	✓		A, C
Experience and knowledge			
Successful management experience in a school.	✓		A, I
Substantial teaching experience at secondary level and a strong track record of securing improved outcomes for pupils with additional learning and support needs.	✓		A, I
Evidence of the ability and experience to develop and maintain a sense of vision for the curriculum area.	✓		A, I
Experience of observing teaching and learning and supporting improved standards on a consistent basis.		✓	A, I
Experience of managing staff development, performance and capability.	✓		A, I
Current knowledge of the national agenda around education, in particular special education and alternative provision, and the challenges and opportunities for schools.		✓	A, I
Up-to-date knowledge of current developments in relation to the curriculum and areas of educational leadership, pedagogy and school improvement, including changes to assessment.	✓		A, I
Skills, abilities and personal qualities			
Ability to create, analyse and use data to set targets and identify weaknesses.	✓		A, I
Ability to manage students firmly, fairly and effectively.	✓		A, I
Ability to communicate effectively, both orally and in writing with a range of audiences, particularly in constructing SEND case plans.	✓		A, I
Ability to work under pressure and prioritise effectively.	✓		A, I
Competent in using a range of database packages for assessment, progress and attainment.	✓		A, I
Special conditions			
Hold a current driving licence and use of own transport between sites.	✓		A, I
Willing to undertake an Enhanced DBS check.	✓		A, C
Flexible approach to work by responding to the needs of the service including, at times, working beyond normal working hours.	✓		A, I

Criteria marked Priority 1 are ones which applicant must have to be appointed.

Priority 2 criteria are also essential, but may be learned or developed further after appointment.

Methods of assessment. A - Application Form. I - Interview. T - Test.