

Mansfield Road, London, NW3 2JB
T 020 7485 7435

Headteacher John Hayes
Deputy headteacher Georgina Durrant

Job Description

POSITION	SENDCo (0.8 FTE) or Full Time
SCHOOL	Gospel Oak Primary School
RESPONSIBLE TO	Headteacher
GRADE	Main Pay Scale – Upper Pay Scale Plus TLR SEN Allowance (pro rata)

Purpose of the Job

The SENDCo, under the direction of the Headteacher, will:

- Take the lead in the delivery, development and evaluation of SEND provision in the school and to oversee the day to day operation of the school's SEND policy.
- Provide professional guidance to colleagues, working closely with staff, parents and other agencies

All teachers are subject to the conditions of employment set out annually in the School Teachers' Pay and Conditions document.

Principle Responsibility Areas

- Strategic Lead for SEND across the school including our 52 place nursery.
- Ensure all statutory obligations related to SEND are met
- Be a role model of excellent teaching practice
- Provide staff, senior leaders and governors with professional guidance in the area of SEND, in order to secure high quality teaching and effective use of resources to bring about improved standards of achievement for all SEND students
- Monitor and evaluate the effectiveness of SEND provision across the school
- Work in close partnership with the pastoral lead and our Teaching and Teaching Assistant team in order to support inclusive practice across the school
- Identify school improvement issues that relate to SEND and develop strategies to address these
- Co-ordinate CPD needs and opportunities relating to SEND
- Lead the SEND work undertaken by school staff team.
- To have overall responsibility for ensuring that SEND needs are identified, in particular working closely with the Early Years team to promote early identification of needs, and securing additional funding where possible

- Ensure that SEND reviews, EHCP consultations and other processes are undertaken in good time, to ensure support and/or funding is efficiently obtained
- Keep up to date with knowledge of national and local initiatives and how they impact upon policy and practice
- Liaise effectively with external agencies and parents
- To have overall management responsibility for medical needs across the school including record keeping and management of Individual Healthcare Plans.

As a member of Senior Leadership Team

- To ensure implementation of the school's strategic plans including Teaching and Learning in relation to SEND
- Contribute to the school improvement plan and whole-school policy
- Identify training needs for staff and how to meet these needs
- To promote the safeguarding of children
- Lead INSET for staff as required

Gospel Oak Primary School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The school's safer recruitment process requires all adults working in the school to have an enhanced DBS criminal records and barred list check. References will always be taken up prior to appointment. Applicants are asked to make sure that any gaps in employment history are explained within the application form

Person Specification

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Education and Qualifications	
E1	Qualified Teacher Status and evidence of appropriate subsequent in-service training
E2	National Award for SEND Co-ordination, or a clear commitment to achieving
E3	Evidence of CPD/further professional development, with specific regard to SEND
Required Experience	
E4	Minimum of 4 years' Primary and/or Early Years teaching experience
E5	Supporting staff undertaking SEND support roles
E6	Setting targets and monitoring, evaluating and recording progress
E7	Raising attainment of all pupils in a classroom environment
E8	Working with children with a wide range of SEND
E9	Ability to liaise effectively with practitioners, external agencies and parents
E10	Confident in delivering training to other teachers
Knowledge, Skills and abilities	
E11	The primary curriculum and assessment approaches
E12	The SEND Code of practice and its practical application of strategies for meeting the needs of SEND
E13	The practical provision for SEND children in a mainstream setting

E14	Planning and implementing effective provision for children with SEND, including the monitoring and evaluation of plans
E15	Assessment recording and reporting of children's progress
E16	The positive links necessary within school and with all its stakeholders
E17	How to further develop professional skills and knowledge across the setting
E18	How to use IT effectively (in particular Google Workspace)
Personal Qualities	
E20	Ability to build effective working relationships
E21	Capability to influence and negotiate
E22	Organised and resourceful
E23	Committed and resilient
E24	Approachable and empathetic
E25	A good communicator
E26	Ability to form and maintain appropriate relationships and personal boundaries with children
Commitment to Equal Opportunities	
E28	Evidence of a commitment to an equal opportunities policy both in service delivery and employment, and an understanding of its effective operation within a school. An ability to ensure that each child's identity is respected and maintained and enhanced and that stereotypes are challenged in a sensitive way

NB If you decide to apply for this position, your 'Personal Statement' should address each of the numbered requirements listed in the 'Person Specification' above. You should cover each aspect in turn and provide evidence. Your application will be judged on your ability to follow the application process instructions as well as the content of the application itself.