



Biggin Hill Primary School

Old Tye Avenue, Biggin Hill, Kent. TN16 3LY

Tel: 01959 575 846 Email: admin@bigginhillps.com Website: www.bigginhillprimary.com

Headteacher: Hannah Freeman

Person Specification - SENCO

	Essential	Desirable
Qualifications		
Educated to degree level or equivalent	✓	
Qualified Teacher status	✓	
NASCO/additional certificate related to SEN		✓
OR new NPQ for SENCO if NASCO is not held, be working towards or willing to undertake the qualification	✓	
Experience		
Past or present experience as a SENCo		✓
Leadership experience, including managing staff	✓	
Demonstrable experience of high quality teaching and learning	✓	
Demonstrable experience of improving pupil outcomes, particularly those with SEN	✓	
Experience of having made a significant contribution to the success of a school through its pupils outcomes and ethos	✓	
Experience of securing excellent learning for pupils through strong teaching and a calm, orderly environment	✓	
Experience of optimising the attainment and progress of pupils	✓	
Experience of working with pupils with significant barriers to learning	✓	
Knowledge and understanding of adaptive approaches to teaching and learning	✓	
Knowledge of the National Curriculum and OFSTED Framework regarding effective leadership, management and self-evaluation	✓	
Knowledge of positive effective strategies for whole school behaviour management	✓	
Knowledge and understanding of schools' statutory responsibilities regarding safeguarding	✓	
Knowledge and experience of collaborative teaching methods and working with colleagues in the preparation, assessment and monitoring work	✓	
Skills		

P r i d e I n A l l T h a t W e D o

Ability to use ICT effectively to raise achievement and as a management tool	✓	
Able to use data to, inform and shape teaching and learning in order to secure progress for all pupils	✓	
Well-developed interpersonal and organisational skills and the ability to work collaboratively	✓	
Flexible and able to manage workload and competing deadlines, prioritising appropriately, using initiative and maintaining good humour	✓	
Resilience and motivation to support the school through day-to-day challenges while maintaining positivity and professionalism	✓	
Demonstrate personal and professional integrity, including modelling values and vision	✓	
Able to maintain effective, rigorous and sensitive relationships with pupils that secure positive emotional health and excellent behaviour and attitudes	✓	
Skilful management and understanding of how to secure strong relationships with other school staff, families and other external relationships	✓	
Ability to think and plan strategically and manage change	✓	
Other		
Commitment to safeguarding and promoting the welfare of pupils and young people	✓	
Ability to form and maintain appropriate relationships and personal boundaries with pupils and young people	✓	
Able to engage with parents/carers in order to encourage their close involvement in the education of their children	✓	
Understanding of different social backgrounds of pupils	✓	
Understanding the needs of pupils and the appropriate policies and strategies to support them	✓	
Commitment to support the aims of the Trust	✓	
Commitment to and understanding of collective responsibility	✓	
Vision and values aligned with the school's high aspirations and high expectations for pupils, staff and families	✓	

Job Description - SENCO

Purpose

- To continue to develop a distinctive and coherent vision for Special Education Needs, working as part of the SLT to develop policy and strategic direction and ensuring a high quality learning experience for all pupils with special educational needs.

- To be responsible for the operation of the school's SEN policy, co-ordinating all special needs provision within the school and ensuring the effective day-to-day delivery of SEN provision
- To raise expectations and levels of engagement and attainment of SEN pupils, building expertise of all staff to deliver high quality adaptive and inclusive teaching and learning

Responsibilities

- To know, follow and act as a point of reference with regards to national regulations on arrangements for pupils with SEN
- To ensure all pupils with an Educational Health Care Plan receive the reasonable adjustments as set out in their plan and an annual review takes place with the parent/carer
- To maintain the school's register of pupils' needs, and oversee related records
- To develop effective working relationships with the parents/carers of pupils with special educational needs
- To ensure there is a clear system for referral at stages other than the point of entry and set up follow-up processes for these referrals
- Coordinate arrangements for the screening of all pupils on entry and using the resulting to identify and assessing any special needs
- To analyse all transfer, performance and potential testing data to identify pupils requiring additional support and to work with the SLT to develop the expertise of all staff in this area
- To co-ordinate the Learning Support Assistant deployment structure and timetable monitoring the impact of Learning Support Assistants
- To play a lead role in the induction of professional development and SEN training for all staff in the school; offering guidance on appropriate strategies and effective teaching and learning styles as well as sharing legislation, research, innovation and best practice.
- To support middle leaders in the development of curriculum maps which address the needs of and differentiation for pupils with SEN
- To set high expectations for standards of learning and teaching and to monitor SEN provision in the classroom
- To coordinate individual and targeted group support for SEN pupils
- To ensure funding for pupils with SEN is secured and sufficient to meet need by accessing funding streams available through Local Authorities.
- To ensure efficient and effective budgeting and use of funding and specialist resources
- To create, implement and regularly update a SEN development plan
- To develop and implement effective strategies for the monitoring and evaluation of provision which bring about improvement
- To ensure targets are set for raising achievement and expectation amongst SEN pupils
- Make appropriate judgements over issues of confidentiality, working closely with the Designated Safeguarding Lead and Attendance Lead on Safeguarding and attendance issues.

Tasks

- To report to the SLT and to contribute actively to a relevant and coherent learning experience for all pupils within the school

- To line manage and work closely the Inclusion Team
- To build and maintain an effective team of Learning Support Assistants; taking responsibility for their line management, induction, performance management and ongoing development.
- To work with all teachers and Learning Support Assistants to ensure the learning needs of all SEN pupils are known and met
- To work closely with class teachers to ensure information on individual pupils is shared and needs are met
- To build positive relationships based on high expectations with pupils with SEN
- To liaise effectively with external agencies and service providers, having an overview of the procedures for engaging them, either on a diagnostic or support basis
- To liaise with Local Authorities on funding and other relevant matters

Biggin Hill Primary School is committed to safeguarding and promoting the welfare and safety of pupils and young people and expects all staff to share this commitment. Any offer of employment will be subject to an Enhanced disclosure with the Disclosure and Barring Service and full background checks.