

Job Description: SENCO

Reporting to: Principal

Location: Ark Conway Primary Academy, 60 Hemlock Rd, London W12 0QT

Salary: £37,667 - £59,242 Ark MPS/UPS plus £2,539 SEN allowance

Contract: Permanent

Working Pattern: Full Time

The Role

As named SENCo, you will be responsible for cultivating an inclusive learning environment throughout the school. You will develop the graduated response at a whole school level to identify and support students with particular learning needs and lead staff in achieving best practice, enabling all students to achieve their best.

The post holder will maintain a teaching timetable of approximately 0.5 days a week, modelling outstanding practice in classroom teaching, preparation, marking and assessment.

Key Responsibilities

Leading Inclusion

- Ensure early identification and support for students with additional needs by embedding the graduated response for literacy, numeracy, language and communication, SEMH, EAL and attendance at a whole school level
- Support teachers to differentiate, make class-based adaptations to the curriculum and develop systems to access targeted intervention and specialist support when needed
- Monitor the provision of teaching and learning activities and their impact on the progress made by students with SEND, EAL, medical needs, higher attaining students, PP students and LAC, reporting to staff, governors and appropriate agencies
- Line manage the Inclusion Team and participate in the staff recruitment process, and coordinate the provision for Child Protection and Safeguarding
- To lead responsibility for safeguarding and child protection, within the role as Designated Safeguarding Lead, with support from Deputy Safeguarding Leads.
- Influence whole school teaching and learning policy to ensure inclusive teaching
- Identify the training needs of staff and coordinate relevant INSET and CPD

SENCo

Lead on the strategic direction and development of the school offer for SEND. This includes ensuring that:

- Early identification of students with additional needs
- SEND administration is effective and efficient, including: provision mapping and costing; overseeing and monitoring the quality of information sharing etc.
- The SEND register is up-to-date and all staff are aware of the needs of students
- Students receive the provision outlined in their EHCP or Statement of SEN, and that these are reviewed annually
- A school-based plan is implemented for children identified at SEN Support and this is reviewed termly with a view to apply for an EHCP if needed

- Teachers know how to support students and have access to CPD, targeted intervention and specialist support from external agencies (e.g. Speech and Language Therapy, Educational Psychology, Autism Outreach Services, Sensory Impairment Services, etc.)
- A pupil centred approach is promoted, involving pupils and parents, where parents are informed regarding the support in place for their child and this is reviewed termly
- A transition plan is agreed to ensure continuity of support and learning when transferring students with SEND between key stages and/or schools
- The Academy's SEN Information Report is reviewed annually, shared with parents and published on the school website
- Coordinate the deployment of resources as set out in Statements/EHCPs
- Facilitate and coordinate multi-agency input

Teaching Responsibilities

- Set high expectations so that all students are inspired, motivated and challenged to reach their full potential, and in doing so meet their progress and attainment targets
- Plan and teach well-structured, differentiated lessons that are aligned to the agreed curriculum and cultivate every student's intellectual curiosity
- Use data to inform teaching and learning, identify areas for intervention and provide feedback to students, staff and families in order to promote progress and outcomes
- Manage behaviour effectively to create a safe, respectful and nurturing environment so that students can focus on learning
- Work collaboratively with both school and network colleagues as a committed team member, building successful, high performing teams
- Participate actively throughout the network, by attending relevant meetings, and, as appropriate, delivering network-wide training and initiatives
- Work with colleagues, students and families to develop a strong school community

Other

- Act as a role model and set high expectations of conduct and behaviour
- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Ark's data protection rules and procedures
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by your line manager.

Person Specification: SENCO

Qualification Criteria

- Qualified to degree level and above
- Qualified to teach and work in the UK
- National Award for SEN Coordination - NASENCo (desirable but not essential)
- Completed further training in supporting students with SEND/EAL (desirable)

Knowledge, Experience and Skills

- Experience identifying, monitoring and providing effective support for pupils with SEND
- Experience leading, coaching and motivating people, ensuring professional development and effectively challenging and managing any performance concerns
- Evidence of continually improving the teaching and learning in a year group, through schemes of work, assessment and extra-curricular activities etc. in a challenging classroom environment
- Experience of reflecting on and improving practice to increase student achievement
- Can demonstrate effective and systematic behaviour management
- Excellent communication, planning and organisational skills
- Good working knowledge of relevant legislation, particularly the SEN Code of Practice

Behaviours

- Genuine passion for and a belief in the potential of every pupil
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action
- Belief that every student should have access to an excellent education regardless of background
- Professional outlook, detailed orientated and able to multi task and meet deadlines
- A team player that can work collaboratively as well as using own initiative
- Calm and professional under pressure
- Understanding of the importance of confidentiality and discretion
- Flexible attitude towards work and demonstrates sound judgement

Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).
