



**SOLIHULL**  
**ALTERNATIVE PROVISION**  
**MULTI ACADEMY TRUST**

## **Job Description**

**Job Title:** SENCo (Open to Primary SENCos)

**Location:** Daylesford Academy

**Salary Band:** Teacher's Upper Pay Scale 1 to 3,  
£45,646 to £49,084 (FTE per annum)

**Contract:** Permanent, Full-time

### **Overall Purpose of the Role**

- To ensure that the Special Education Needs & Disabilities (SEND) provision is both effectively and efficiently managed across both schools. The SENDCo is to take responsibility for the day-to-day operation of the policy and department with the aim of raising SEND student attainment, attendance and wellbeing. It is expected that all legal and statutory requirements are met for students with SEND.
- The ability to teach another subject area desirable.
- Participate in the development of appropriate schemes of work, (syllabi, materials and teaching strategies) in line with the National Curriculum, Department Schemes of work and the school's aims and objectives.

### **Key Responsibilities**

- Strategic direction and development of the SEND provision.
- Coordinate pupil assessments, interventions and access arrangements. Leading and managing support staff within the Inclusion department.
- Efficient and effective deployment of staff and resource; including EHCP funding.
- Work with key partners, including parents, to ensure holistic delivery and provision for SEND pupils.
- Promote communication regarding SEND and pupil needs, including the use of Individual Pupil Profiles and other relevant SEND documentation
- Maintain and review pupils EHCPs, Support Plans and Individual Pupil Profiles.
- Support and coordinate transition of pupils with SEND when joining the Academy but also on their journey onwards from the Academy / Saturn Centre.
- As a Teacher promotes the general progress and well-being of individual pupils, classes or other groups of pupils assigned to him/her, but not exclusively, through the teaching and as a form teacher and/or member of a Pastoral Team.

**Strategic leadership and Management of the SEN provision:**

- Ensure effective systems of communication, including feedback about students' learning to inform future planning.
- Monitoring the quality of SEND support by establishing effective systems to identify and meet the needs of students, whilst ensuring that the systems are coordinated, evaluated and regularly reviewed.
- Disseminate good practice across the school to enhance provision for SEND pupils
- Ensure that the objectives of the SEND policy are reflected in school practice. Liaise with and coordinate the contribution of external agencies.
- Up-to-date knowledge of National and local initiatives which may impact upon policy and practice.

**Assessments, Intervention and Access Arrangements:**

- Provide advice on suitability of prospective students through scrutiny of evidence provided and/or assessment.
- Take an active role in the EHCP application process, including supporting evidence gathering, documentation and requests for EHC assessment for the relevant LA SEN team.
- Coordinate access arrangements for baseline and external examinations.
- Coordinate and ensure high standards of assessment, evidence gathering and compliance for access arrangements for public examinations.
- Liaise with the Examinations Officer to ensure up-to-date information and records for access arrangements and communicate information on access arrangements to staff.
- Conduct screening assessment on all students on entry and as required.
- Analyse and communicate assessment data for teaching, learning and access arrangement purposes.
- Coordinate relevant interventions based on assessment data and areas of pupil need. Monitor their effectiveness and impact through the Assess> Plan>Do> Review cycle.
- Maintain any Service Level Agreements with agencies i.e. Educational Psychologist

**Lead and manage staff:**

- Lead and manage staff within the school in relation to SEND, including the Appraisal process.
- Encourage all staff to recognise and fulfil their statutory responsibilities.
- Identify the training needs of staff in the department and wider staff body, organise /coordinate training during INSET / CPD. Deliver training on specific and relevant aspects of SEND to staff.
- Coordinate the provision of in-class learning support.
- Provide regular information to the Headteacher and LAB on the evaluation of the effectiveness of provision for pupils with SEND, to inform decision-making and policy review.

**Efficient and effective deployment of staff and resources:**

- Provide advice to the Headteacher and SLT relating to resource requirements, the deployment of staff and timetabling in relation to the support of SEND pupils.
- Communicate effectively with staff to ensure appropriate deployment of learning resources including ICT.
- Maintain existing resources and explore opportunities to develop or incorporate new resources from the wide range available within and externally to both schools.

### **As a Teacher (desirable):**

- To contribute to the teaching of science in ways which encourage learning within the aims and policies of the school and department and the curriculum area.
- Planning and preparing schemes of work for pupils assigned to you, in keeping with the policies and programmes of study in force in the department.
- Teaching, according to their educational needs, the pupils assigned to you including the setting and marking of work carried out by those pupils.
- Assessing, recording and reporting on the development, progress and attainment of pupils assigned to you.
- Having an awareness of the baseline data for each pupil in the class and tracking progression in line with National expectations.
- Reviewing from time to time your methods of teaching and the schemes of work, keeping up to date with subject and professional developments and participating in arrangements, as appropriate, for your further training and professional development as a teacher.
- Providing guidance and advice to pupils on educational and social matters and on their future careers, including sources of more expert advice on specific questions.
- Participating in arrangements, as appropriate, for public examinations.
- In accordance with school policies on behaviour and uniform, taking all reasonable steps to maintain good order and discipline among pupils and to safeguard their health and safety both when they are authorised to be on school premises and when they are engaged in authorised school activities elsewhere.
- Recording and reporting the absence of pupils from teaching groups in accordance with school procedures.
- Ensuring that the teaching room for which you have responsibility is appropriately organised and properly looked after.

### **Other Responsibilities:**

- Always operating within the stated policies and practices of the Academy Trust
- To carry out a share of supervisory duties in accordance with published rosters;
- To participate in the meetings arranged with colleagues, parents and others, relative to the above duties.
- To cover for absent colleagues as agreed in the school's cover policy.
- To participate in pupil review.

### **Health, Safety and Security**

- Co-operate with the employer on all issues to do with Health, Safety & Welfare.
- Support the School's implementation of all other current statutory requirements, e.g. Disability Discrimination Act, Access to Work, Equal Opportunities, Child Protection.

### **Pastoral Care**

- Deal with or report, to the nearest member of the teaching staff, incidents that are seen or reported regarding pupils' welfare.

### **Continuing Professional Development – Personal**

- In conjunction with the Headteacher, take responsibility for personal professional development, keeping up-to-date with research and developments related to school efficiency, which may lead to improvements in the day-to-day running of the school.
- Undertake any necessary professional development as identified in the School Development Plan taking full advantage of any relevant training and development available.

- Maintain a professional portfolio of evidence to support the Appraisal process - evaluating and improving own practice.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher, Director of Education or the incumbent of the post.