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|  | **Tudor Grange Samworth Academy****SENCo****Job Description** |
| **Core Purpose** |
| To lead, support and have responsibility for SEND and the achievement support teamThe SENCo will be responsible for: * raising standards of achievement
* maintain and develop the ethos, values and expectations of the Academy and support agreed Academy policy in all areas
* maintaining outstanding behaviour standards
* managing the department budget
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| **Core Leadership qualities**  |
| * Clear and consistent vision and values
* Outstanding practitioner
* Ability to motivate and empower others, raising standards in teaching and learning across the Academy
* Have a positive attitude to continuous improvement
* Leading by example
* Flexible leadership styles
* Support staff to work confidently and effectively within the curriculum team and within the classroom
* Clear and consistent communication skills
* A willingness to embrace change and recognise new educational developments
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| **Specific Responsibilities**  |
| **This list is not meant to provide a narrow definition of specific responsibilities but to serve as guidance.*** To meet all Teacher Standards.
* To provide a cohesive and coherent vision for SEND dept.
* To ensure that any statutory curriculum requirements are met for SEND, contributing to the development of any alternative programmes of study.
* To ensure that all staff are kept informed of current legislation and initiatives in SEN and strategically plan to successfully adapt to upcoming developments.
* To support subject teachers by providing strategies for SEND students, in discussion, in meetings and vis student profiles.
* To lead on Quality Assurance within the department and to contribute to Academy Quality Assurance processes.
* To contribute to whole-Academy development through contributions to working groups.
* To establish and implement clear policies and practices for assessing, recording, and reporting on student achievement in line with Academy policy and use this information effectively to secure good progress.
* To ensure that published Academy targets for students’ achievement are shared and understood and that progressis constantly monitored and evaluated.
* To use data effectively to identify students who are underachieving and where necessary, create and implement effective plans of action to support those students.
* To establish and develop referral procedures for internal intervention and external support.
* To manage all referrals to external agencies.
* To organise and lead annual and interim reviews for students with EHCPs and statements.
* To maintain SEND register.
* To ensure effective screening systems are in place to identify need.
* To communicate effectively, orally and in writing, with parents, governors, external agencies and the wider community regarding support for individuals and groups of students.
* To ensure that there is excellent provision for new learning mentors to be appropriately trained, monitored, supported and assessed in relation to the relevant standards.
* To establish self -evaluation systems, to identify effective practice and areas for improvement and take action to improve the quality of teaching.
* To lead and support the co-ordination and implementation of high quality professional development.
* To be an outstanding coach to the department and make effective use of departmental, CPD and INSET time, co-ordinating external training as required.
* To effectively manage all resources (financial and material) deployed to the curriculum area.
* Ensure learning mentors are deployed in a fair and consistent manner, using expertise appropriately
* To effectively communicate with all members of the team, including communicating Academy policies and any relevant information to ensure the smooth running of the Academy.
* To create an environment where students have a ‘love of learning’ within and beyond their lessons.
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| **Outcomes** |
| * High standards of achievement for all students
* A highly motivated and effective curriculum team
* Excellent practitioners and support
* Effective teamwork
* A reputation as a centre of excellence for the curriculum area
* Strong contributions to the enrichment of the curriculum offer for students
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| **Line Manager:**  | College Leader |
| **Line Management responsibility for:** | All members of the curriculum area, both non-teaching and support staff  |
| **Performance Management** | To oversee the performance management process within the curriculum area |