**The Marvell College**

**Job Description and Person Specification**

**Post Title:** Special Educational Needs Co-ordinator (SENCO)\*

**Responsible to**: **Deputy Head teacher**

**Responsible for:**

Working with the Deputy Head teacher ensuring high quality teaching and learning incorporating individualised education programmes, target setting and provision for those pupils with special educational needs and disabilities, least able students, Looked After Children and those with social and emotional difficulties (referred to as vulnerable pupils within this document).

**Principal Accountabilities:**

The duties outlined in this job description are in addition to those covered by the latest School Teacher’s Pay and Conditions Document. It may be modified by the Head teacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title. Main duties and responsibilities are indicated here. Other duties at an appropriate level and nature may also be required and will be negotiated.

**1. Teaching and Learning**

* To demonstrate and maintain a strong track record of excellent teaching as evidenced through the progress and achievement of pupils of all abilities
* Identify and adopt the most effective teaching approaches for individuals and groups of vulnerable pupils
* Promote the highest expectations for social behaviour amongst all pupils, particularly the most vulnerable, so that tolerance, respect and courtesy are the norm
* Model excellence through whole class teaching
* Monitoring the quality of teaching and learning across all Key Stages for vulnerable pupils
* Fulfil the statutory requirements for the role of Special Educational Needs Co-ordinator
* Develop and monitor internal and external provision for vulnerable pupils, including being the designated teacher for those with medical needs

1. **Assessment of Pupil Progress**

* Ensure assessment of progress is accurate and robust
* Develop and maintain systems for monitoring the progress of vulnerable pupils across other performance indicators e.g. social development
* Develop and maintain systems for monitoring as well as being the designated teacher for Looked After Children (LAC)
* Analyse and interpret assessment data to review the effectiveness of provision and plan improvement actions
* Set up systems for identifying, assessing and screening pupils for special educational needs and difficulties

1. **Leadership and Management Responsibility**

* Uphold and promote the governors vision and values for the Academy
* Promote a culture of high expectations and scholastic excellence in all aspects of the education of vulnerable pupils
* Develop and review the effectiveness of alternative and resource based provision for vulnerable pupils, particularly those with social and emotional difficulties
* Ensure the use of special educational needs and catch up funding represents value for money and high impact on the progress of vulnerable pupils
* Provide governors with robust, up to date information on the progress and achievement of vulnerable pupils, including those in alternative provision
* Ensure that the provision and engagement in extra-curricular and out of school activities is a significant factor in the effective personal development and welfare of vulnerable pupils
* Provide effective and up to date training and professional development for all staff on the principles of effective teaching and learning for vulnerable pupils across the Academy
* Line Manage a team of Teaching and Learning Assistants
* Provide support for the Head of Transition for vulnerable pupils
* Manage support for vulnerable pupils across a range of internal departments and external agencies
* Working with the Deputy Headteacher, provide reports to the Governors, Headteacher and Inspectorate on the provision for and progression of vulnerable pupils

**4. Standards/ Quality Assurance and Additional Responsibilities**

* Contribute to the extra-curricular activities to enhance student’s learning
* Adhere at all times to professional business standards of dress, courtesy and efficiency in line with the ethos, vision and values of the Academy
* Attend and participate in open evenings and pupil performances
* Participate in staff training and development
* Attend team and staff meetings

**5. Key Organisational Objectives**

The Postholder will contribute to the Academy’s objectives in service delivery by:

* Following Health and Safety requirements and initiatives as directed
* Ensuring compliance with Data Protection legislation
* The Academy is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment
* At all times operating within the Academy’s Equalities policies
* Commitment and contribution to improving standards for pupils as appropriate
* Contributing to the maintenance of a caring and stimulating environment for young people

\* *The successful applicant will benefit from training support and mentoring in order to achieve the national qualification for SENCo’s. The above job description relates to the principle accountabilities and responsibilities of the fully qualified SENCo.*