

## Heathside Walton-on-Thames School

### Job Profile

### Part Time SENCo

<b>Job Title</b>	<b>Part Time SENCo</b>	<b>Grade</b>	<b>MPR/UPR + TLR 1d (Pro rata)</b>
<b>Curriculum Area</b>	<b>Learning Support</b>	<b>Hours</b>	<b>As advertised</b>
<b>Accountable to</b>	<b>Head of School</b>	<b>Weeks</b>	<b>Term Time</b>

#### JOB PURPOSE

To provide purposeful and effective leadership of the Learning Support Area and to lead and promote inclusive practice across the school.

To ensure that students with Special Educational Needs and Disabilities and those in need of additional support achieve their potential. The post-holder will ensure that appropriate and effective provision is offered and that the additional needs of students are promoted across all Curriculum Areas.

#### MAIN DUTIES AND RESPONSIBILITIES

##### Students

- To work closely with the Head of School to lead high quality provision for students requiring learning support and to promote effective inclusion practice across the school.
- To lead panel and SEND team meetings to help create positive solutions for learners with Special Educational Needs.
- To lead weekly 'Keeping in Mind meetings' with Year group representatives.
- To teach individuals and small groups of learners as appropriate and the set allocated number of lessons in the main school.
- To ensure that all teaching across the school reflects the needs of SEND students.
- To support the identification of and disseminate the most effective teaching approaches for specific additional needs.
- To oversee Annual Reviews and other statutory and non-statutory SEN provision.
- To contribute to the monitoring of the effective use of resources, appropriate teaching and learning activities and target setting to meet learners' additional needs.
- To ensure accurate tracking and monitoring of the progress of SEND and students.
- To audit and plan the curriculum provision for SEND students and agree suitable pathways for study.
- To develop effective inclusion strategies which support the transition of identified students between KS2 and KS3 and to work with the Head of Learning for Year 7 to ensure that identified students receive an effective induction.
- To oversee all monitoring processes which support inclusion including Student Profiles, and referrals to external agencies; including completing reasonable adjustment forms as required.
- To maintain effective relationships with parents and carers by communicating regularly with them and keeping them well informed about their child's progress.

##### Staff and resources

- To liaise regularly with the Home School Link Worker and other members of the inclusion team in order to ensure students receive well-coordinated and effective support.

- To line manage a team of Teaching Assistants and ensure that they are effectively deployed across the school.
- To liaise with the relevant external agencies such as Behaviour Support, Surrey Mindworks (CAMHS) and the Educational Psychologist.
- To support and liaise with the Head of Learning to ensure that students are effectively supported.
- To liaise with the Head of School and Trust Business Manager to ensure effective use of SEN and other sources of funding.
- To make effective use of provision mapping in order to monitor the use of resources, track interventions and ensure effective student progress.
- To liaise with all Curriculum Areas providing training as needed and ensuring that all information concerning SEND students is communicated effectively.
- To make effective use of data in order to track and monitor the progress of SEND students and oversee appropriate interventions for any students who are under-achieving.
- To provide regular updates and reports to the Local Advisory Board as required.
- To lead staff training on all matters relating to SEND and provide advice on the most effective teaching and learning strategies in order to promote Quality First Teaching.
- To ensure that access arrangements including testing are carried out by the appropriate staff and that students are offered the appropriate support.

**Other**

- Carry out any other reasonable duties and/or times of work as may be reasonably required in accordance with the grade and general level of responsibility within the school.
- Carry out requests from the Senior Leadership Team in a prompt and efficient manner.

**Policies**

- Ensure compliance with school policies and procedures and the Data Protection Act.
- Continually promote and support the ethos and principles of the school and to avoid any action that may be detrimental to the interests of the school.
- To regularly review policies and other information relating to SEND in liaison with the Head of School.

**Signed:** ..... **(Post-holder)**      **Date:** .....

**Signed:** ..... **(Line Manager)**      **Date:** .....