**JOB TITLE: SENDCo**

Job Description

**JOB PURPOSE**

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| Strategic development of the school's Special Educational Needs (SEND) provision and oversight of the day-to-day operation of that policy with the aim of raising SEND pupil achievement.To raise standards of achievement of children with a SENDTo increase staff confidence and competence in teaching children with a SENDTo ensure children with a SEND have full entitlement to the National CurriculumTo ensure that the educational needs of children who have complex needs are met, and that they become independent learners and achieve their full potential. To advise and work with educators regarding the needs of children who have complex and multiple difficultiesTo fulfil the role of a SENDCO at Kenley campus  |

**DUTIES**

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| **Specific DUTIES** * Put provision in place to ensure that progress of pupils with SEN is good or better
* Ensure that the school carries out its statutory responsibilities regarding all students with an EHCP, undertaking reviews in collaboration with the RSENDCo and leading termly meetings with parents
* Support all staff in understanding the needs of SEND pupils through development and training
* Monitor progress towards targets for pupils with SEND after each assessment point and report to the Leadership Team
* Analyse and interpret relevant school, local and national data.
* Liaise with staff, parents and external agencies to co-ordinate their contribution, provide maximum support and ensure continuity of provision.
* Provide information for the SEF, SIP and other whole school documents
* Make EHCP Applications where necessary
* Arrange TAC meetings where necessary
* Take a strategic lead on all cases with a SEND pupil involved

**Teaching and Learning** * Support the identification of and disseminate the most effective teaching approaches for individual pupils with SEND.
* Work with staff to develop effective ways of bridging barriers to learning through: - assessment of needs - monitoring of teaching quality and pupil achievement - target setting - ILPs, or Provision Maps, - keeping accurate records.
* Collect and interpret specialist assessment data to inform practice.
* Undertake day-to-day co-ordination of SEN pupils' provisions through close liaison with staff, parents and external agencies.

**Leading and managing** * Provide professional guidance to staff to secure good teaching for SEND pupils, through both written guidance and meetings;
* Lead on the performance management process for Support Assistants;
* Advise on and contribute to the professional development of staff, including whole school INSET provision;
* Provide regular information to the Campus Principal and CA team on the evaluation of SEND provision.
* Effective deployment of staff and resources
* Line management of the TA team
* Maintain and develop resources, co-ordinate their deployment and monitor their effectiveness in meeting the objectives of school and SEND related policies

**General Duties*** To perform such other duties as may be requested from time to time, commensurate with the role
* Uphold and promulgate the OSG UK ethos within all areas of responsibility
* Contribute to, share in and promote the wider and longer-term vision of OSG UK and OneSchool.
* To promote equality, diversity and inclusion and demonstrate this within the role, adhering to the OSG UK Equal Opportunity Policy
* Comply with and support the implementation of all School and OSG UK policies
* To adhere to Health & Safety Policies and ensure all tasks are carried out with due regard to Health and Safety
* To work with due regard to confidentiality and the principles of Data Protection, encouraging others to do the same

**PERSONAL Duties*** To set an example of positive personal integrity and professionalism, with positive, appropriate and effective communications and relationships at all levels
* Ensure high standards are maintained, progressed and promoted in all areas of work
* To undertake appropriate professional development and positively participate in the appraisal of own performance
* Communicate and co-operate effectively and positively with specialists from outside agencies where applicable
* Attendance at staff meetings as appropriate

**SAFEGUARDING** |
| OneSchool Global UK and its affiliated schools are committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks.We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the school. This is in line with statutory guidance Keeping Children Safe in Education 2020 and The Education Act, we expect all staff and volunteers to share this commitment  |

**Reporting To**

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| * Reporting to the Campus Principal and the RSENDCo
* Directly line manages the LSA Team
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**SUPPORT FOR THE ROLE**

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| The role is supported by the Regional SENDCo and Associate Principal for SENDOneSchool Global UK provides a range of support services in areas such as ICT, recruitment, HR, policies, resources and compliance.  |

**ISSUED BY**

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| OneSchool Global UK Issue date: March 2020  |

**JOB TITLE: SENDCo**

**Person Specification**

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| **Specification** | **Essential** | **Desirable** |
| **Experience and Knowledge** | * Qualified teacher with at least 4 years’ experience.
* Experience of working with children with a wide range of SEN
* Have experience of working successfully and co-operating as a member of a team
* Have experience of training other teachers and/or introducing SEN initiatives
* Have experience of working alongside other teachers in the development of teaching and learning
* Have experience of setting targets and monitoring, evaluating and recording progress.

The SENCO will have the knowledge and understanding of: * The statutory legislation concerning Safeguarding including Child Protection, Equal Opportunities, Health and Safety, DES and SEN.
* The theory and practice of providing effectively for the individual needs of all children eg. Classroom organisation, learning strategies.
* The SEN Code of Practice and its practical application of strategies for meeting the needs of SEN children in a mixed ability classroom.
* Planning and implementing provision for children with SEN including the monitoring, assessment,
* Experience of using comparative information about attainment.
* Understanding of the funding mechanism for SEN.
* Experience of teaching children with complex needs across KS2-5
* Evidence of continuing professional development to keep abreast of new developments in technology and new research relating to good practice in teaching students with complex and multiple needs.
* A good knowledge of the Primary and Secondary curriculum.
* An understanding of the educational needs of pupils with ADHD, Traumatic Brain Injury and Hearing Impairment
 | * Have experience of leading a team
* Significant SENDCo Experience

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| **Education and Qualifications** | * Qualified Teacher
* NASENCO Award
 | Experience delivering small group interventions and specialist teachingExperience teaching ASDAN coursesExperience teaching Entry level qualificationsLevel 7 Assessor qualification / willingness to undertake |
| **Skills and Abilities** | * Competent and confident user of ICT
* Good communication skills written and verbal
* Good organisational skills
* A positive role model of professional practice and conduct of others
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| **Training** | * Willingness to undertake relevant training and identify own development needs
* Committed to ongoing CPD and Professional development
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| **Attributes and Attitudes** | * Working under your own initiative
* Being a team player
* Resilience
* Flexible approach and positive attitude towards work
* Punctual and reliable
* Ability to adapt to changes in the workplace
* Willing to learn and travel to training events
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| **Equality, diversity and inclusion** | * Knowledge, understanding and commitment to equality, diversity and inclusion informed by practical experience and application
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| **Safeguarding**  | * Knowledge, understanding and commitment to safeguarding and promoting the welfare of students
* Ability to form and maintain appropriate relationships and personal boundaries with students
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The post holder will be required to complete an enhanced Disclosure Barring Service (DBS) Check with appropriate barred list checks, or the equivalent, and must be eligible to work in the UK.

OneSchool Global UK is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

All staff are expected to be committed to the Equal Opportunities Policy.