

JOB DESCRIPTION

TITLE: Special Educational Needs Co-ordinator (SENCO)

GRADE: NCC Lecturer Grade

RESPONSIBLE TO: Senior Curriculum Manager

PURPOSE OF JOB:

- To achieve the highest possible standards and outcomes for the pupils in the 14-16 Provision with SEN needs.
- To oversee the day-to-day operation of the SEN policy with the aim of raising pupil achievement.
- To teach approximately 17 hours per week, including small group intervention.
- To support the senior management team in creating a lasting improvement in the quality of education provision and the management of teaching and learning, which meet the changing needs of students at New City College.

MAIN TASKS AND RESPONSIBILITIES:

1. In common with all other staff:

- 1.1 To support the College's mission, vision, values and strategic objectives;
- 1.2 To implement the College's equal opportunities policies and to work actively to overcome discrimination on grounds of race, sex, disability, sexuality, age or status in the College's services;
- 1.3 To take responsibility for one's own professional development and participate in relevant internal and external activities;
- 1.4 To implement the College's safeguarding policies and practices.
- 1.5 To implement your health and safety responsibility in line with the College's Health and Safety policy.

1.6 To ensure that data is handled in line with the General Data Protection Regulations.

2. In common with all other lecturing staff:

2.1 To attend staff meetings as required and participate in activities that support SMT in the maintenance of discipline and ethos

2.2 To teach on designated programmes (17 hours per week)

2.3 To develop and maintain links with other professionals

2.4 To attend meetings arranged by other professionals pertaining to the wellbeing and progress of pupils with SEN

2.5 To be responsible for registering with exam boards details of pupils needing special arrangements for external examinations and keeping evidence of the need, in liaison with the Learning Support team

2.6 To sustain an up to date knowledge developments in SEN procedures and matters appertaining to SEN, both locally and nationally

2.7 To have a clear understanding of all pre-16 students, students working at KS4 and SEN student policies and initiatives

2.8 To work with the 14-16 Senior Curriculum Manager, Coordinator and local representatives at the schools and boroughs to ensure a joined up approach for information sharing about students, supporting them and preparing them for next steps

3. Particular to the Post:

3.1 Exercise a key role in assisting with the strategic development of SEN policy and provision for all 14-16 and SEN students, with the support of relevant members of the senior management team

3.2 Support all staff in understanding the needs of SEN students and ensure that the objectives to develop SEN are reflected in the 14- 16 and SEN development plan

3.3 Monitor progress towards objectives and targets for students with SEN in teachers' planning and to evaluate effectiveness of teaching and learning

3.4 Ensure correct assessments take place for pupils on entry to the 14-16 and SEN students and that appropriate support is in place

- 3.5 Liaise with staff, parents, external agencies and schools/colleges to co-ordinate their contribution, to provide maximum support and ensure continuity of provision
- 3.6 Create and monitor effective Education Health Care Plans for all students and support the Annual Review process
- 3.7 Support the identification of and disseminate the most effective teaching approaches for specific additional needs (e.g. ADHD, dyslexia)
- 3.8 Work with all staff to develop effective ways of bridging barriers to learning through:
 - Assessment of needs
 - Monitoring of teaching quality and pupil achievement
 - Target setting
 - Supporting staff in recording and monitoring of pupil tracking systems
 - Planning individual programmes of learning
- 3.9 Be aware of new resources available and consider a range of teaching strategies and resources that could be utilised for pupils with SEN
- 3.10 Provide individual or small group teaching for pupils as appropriate
- 3.11 Liaise with mainstream schools and other educational settings where appropriate
- 3.12 Maintain systems for identifying, assessing and reviewing SEN students in all 14-16 and SEN settings in order to ensure appropriate support is put in place
- 3.13 Monitor teaching and learning to ensure that teaching reflects the different needs of individual pupils by lesson observations and monitoring of lesson plans
- 3.14 Provide professional guidance to secure good teaching for SEN pupils, through both written guidance, personal advice and training and by modelling good practice
- 3.15 Delivery of support sessions and teaching a reduced timetable within the areas of support in order to support the team and model good practice

- 3.16 Advise on and contribute to the professional development of staff, including CPD where appropriate
- 3.17 Maintain and develop resources needed to meet the needs of pupils with SEN and advise on the priorities for expenditure

4. Person Specification:

- 4.1 Qualified Teacher Learning status or be working towards this
- 4.2 Experience of successful teaching including evidence of involvement in the raising of achievement of challenging students or students with additional support needs (SEN or EBD)
- 4.3 Experience of developing and delivering programmes for students with SEN
- 4.4 A Special Educational Needs qualification or relevant experience in the area of challenging behaviour
- 4.5 Evidence of continuing professional development
- 4.6 An understanding of methods and good practice in reviewing and evaluating teaching & learning
- 4.7 Evidence of clear view about future developments of area of responsibility in a school or 14-16 and SEN Students, and an ability to manage change
- 4.8 Evidence of knowledge and understanding of effective record keeping, and its use to promote the educational and personal development of all children within a school or 14-16 and SEN students
- 4.9 An understanding of national developments in the area of social inclusion and SEN
- 4.10 Knowledge of the National Curriculum, including Programmes of Study and national strategies related to the teaching pupils with SEN
- 4.11 Knowledge of a range of accreditation available to students
- 4.12 Ability to build effective working relationships with a range of partners and stakeholders.
- 4.13 Ability to motivate colleagues and pupils through a positive and professional attitude
- 4.14 Excellent behaviour management skills based on a firm but empathetic approach with students
- 4.15 Strong interpersonal skills and an ability to communicate clearly both orally and in writing

- 4.16 Demonstrable commitment to inclusive education
- 4.17 Excellent attendance and punctuality
- 4.18 Ability to prioritise competing demands
- 4.19 Ability to work as part of a team
- 4.20 A commitment to deliver services with the framework of Tower Hamlets College's equal opportunities policy.
- 4.21 Ability to form and maintain appropriate relationships and personal boundaries with children and young people

Additional Information:

This job description will be regularly reviewed to ensure that it is an active description of the responsibilities and duties of the individual post holder and that these responsibilities and duties consistently match the needs of the College.