

**Beacon Primary School Class Teacher/SENCO**

**Job Description and Person Specification**

**Job title:** Class Teacher/SENCO - Permanent

**Beacon Primary School, Peter Martin Street, Horwich, Bolton BL6 7AL**

**Directorate:** Forward as One CE Multi Academy Trust Bolton

**Reporting to:** Headteacher

**Salary: Up to M5 £34,100 Per Annum, Pro Rata**

**Hours**: Full Time

**Start Date:** As soon as possible

**Closing Date:** 7th February 2022 @ 12 noon

Please send all queries and completed applications to [MillsJ@spsd.fa1.uk](mailto:MillsJ@spsd.fa1.uk)

**Visits to the school are warmly welcomed. These can be arranged by contacting the school office on 01204 333545.**

**Job Description**

**Class Teacher/SENCO**

We are seeking to appoint a committed, enthusiastic classroom teacher/SENCO who has the passion to create wonderful learning opportunities. We are seeking an inspirational classroom teacher to join our forward-thinking, outstanding staff team. This is an exciting opportunity to join a passionate team who are determined to ensure each child and adult reaches their full potential. Are you willing to make a difference?

Beacon Primary School is a one-form entry primary school, and forms part of Forward as One CE MAT.

We are committed to safeguarding and promoting the welfare of all its pupils. Pre-employment checks will be undertaken before appointment is confirmed. This post is subject to enhanced criminal records bureau disclosure.

**We are looking for someone who:**

* Is an outstanding classroom practitioner
* Has sound knowledge of the SEND Code of Practice
* Has an in-depth knowledge and understanding of the curriculum
* Is able to work well in a team and motivate others
* Is able to contribute to raising standards and evidencing impact
* Inspires a love of learning
* Has high expectations for themselves and all pupils
* Can contribute to the wider life of our school community
* Is committed to upholding the Christian character and vision of the school

**In return, we can offer:**

* A caring, warm and friendly school
* A close working team with a desire to improve outcomes for pupils
* Happy, well-balanced children who are willing to learn
* Supportive and enthusiastic Governors, Staff and Parents
* Continuing professional development opportunities
* Collaboration and partnership with the Forward as One CE MAT trust schools and the professional development flightpath opportunities

# **Main purpose**

The SENCO, under the direction of the headteacher, will:

* Determine the strategic development of special educational needs (SEN) policy and provision in the school
* Be responsible for day-to-day operation of the SEN policy and co-ordination of specific provision to support individual pupils with SEN or a disability
* Provide professional guidance to colleagues, working closely with staff, parents and other agencies
* The SENCO will be expected to fulfil the responsibilities of a teacher, as set out in the STPCD

# **Duties and responsibilities**

Strategic development of SEN policy and provision

* Have a strategic overview of provision for pupils with SEN or a disability across the school, monitoring and reviewing the quality of provision
* Contribute to school self-evaluation, particularly with respect to provision for pupils with SEN or a disability
* Make sure the SEN policy is put into practice and its objectives are reflected in the school improvement plan (SIP)
* Maintain up-to-date knowledge of national and local initiatives that may affect the school’s policy and practice
* Evaluate whether funding is being used effectively, and suggest changes to make use of funding more effective

Operation of the SEN policy and co-ordination of provision

* Maintain an accurate SEND register and provision map
* Provide guidance to colleagues on teaching pupils with SEN or a disability, and advise on the graduated approach to SEN support
* Advise on the use of the school’s budget and other resources to meet pupils’ needs effectively, including staff deployment
* Be aware of the provision in the local offer
* Work with early years providers, other schools, educational psychologists, health and social care professionals, and other external agencies
* Be a key point of contact for parents and external agencies, especially the local authority (LA)
* Analyse assessment data for pupils with SEN or a disability
* Implement and lead intervention groups for pupils with SEN, and evaluate their effectiveness

Support for pupils with SEN or a disability

* Identify a pupil’s SEN
* Co-ordinate provision that meets the pupil’s needs, and monitor its effectiveness
* Secure relevant services for the pupil
* Ensure records are maintained and kept up to date
* Review the education, health and care plan (EHCP) with parents or carers and the pupil, undertake and submit relevant paperwork
* Complete and submit paperwork for EHCP / additional funding applications
* Communicate regularly with parents or carers
* Ensure if the pupil transfers to another school, all relevant information is conveyed to it, and support a smooth transition for the pupil
* Promote the pupil’s inclusion in the school community and access to the curriculum, facilities and extra-curricular activities
* Work with the designated teacher for looked-after children, where a looked-after pupil has SEN or a disability

Leadership and management

* Work with the headteacher and governors to ensure the school meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements
* Prepare and review information the governing board is required to publish
* Contribute to the school improvement plan and whole-school policy
* Identify training needs for staff and how to meet these needs
* Lead INSET for staff
* Share procedural information, such as the school’s SEN policy
* Promote an ethos and culture that supports the school’s SEN policy and promotes good outcomes for pupils with SEN or a disability

Other areas of responsibility

The SENCO will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the SENCO will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.

# **Person specification**

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| criteria | qualities |
| **Qualifications  and training** | * Qualified teacher * National Award for SEN Co-ordination, or a willingness to complete it within 3 years of appointment * Degree |
| **Experience** | * Teaching experience * Experience of working at a whole-school level * Involvement in self-evaluation and development planning * Experience of conducting training/leading INSET |
| **Skills and knowledge** | * Sound knowledge of the SEND Code of Practice * Understanding of what makes ‘quality first’ teaching, and of effective intervention strategies * Ability to plan and evaluate interventions * Data analysis skills and the ability to use data to inform provision planning * Effective communication and interpersonal skills * Ability to build effective working relationships * Ability to influence and negotiate * Good record-keeping skills |
| **Personal qualities** | * Commitment to getting the best outcomes for pupils and promoting the ethos and values of the school * Commitment to equal opportunities and securing good outcomes for pupils with SEN or a disability * Ability to work under pressure and prioritise effectively * Commitment to maintaining confidentiality at all times * Commitment to safeguarding and equality * Commitment to undertake professional development |