**Job Description: Executive SENDCo**

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| **Post Details** |  |
| **School:** | Twynham School and The Grange School |
| **Grade:** | Leadership Scale (L8-11) |
| **Weeks per year:** | Full time |
| **Duration:** | Temporary (Maternity Cover) |
| **Responsible to:** | Deputy Headteacher (Pastoral) |

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| **Main Purpose** |
| The Executive SENDCo will play a vital role in the strategic running of the SEND and LAC provision at Twynham School (TS) and The Grange School (TGS). Ensuring the development of a world class SEND provision for all identified students on the SEND code.  The Executive SENDCo will be the substantive SENDCo at either TS or TGS, operationally responsible for the SEND provision within their “home school”, whilst being accountable for the strategic leadership of SEND across both school and will have significant support from the additional substantive SENDCo.  To champion inclusion and ensure provision for SEND and other vulnerable students, such as LAC is a recognised strength across both schools.  The Executive SENDCo will responsible for ensuring that the school is compliant with all statutory legislation regarding SEND.  The post-holder will be responsible for the development and effective implementation of the school’s SEND policy across both schools.  To be the lead person responsible for exceptional outcomes for SEND students across both Twynham School (TS) and The Grange School (TGS).  To work as part of the Extended Leadership Team to provide focussed direction to effectively achieve the strategic aims and objectives set by the EHT, LAB and TL trustees.  As part of the Extended Leadership Team the Executive SENDCo will be expected to contribute to and support the smooth day to day operational running of the schools. |

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| **Main Duties and Responsibilities** |
| **Strategic Leadership and Management**   * Significant contribution to the development of the SEND vision for the schools, which is clearly articulated, shared and acted on by all. * Responsible for the strategic development of the school's Special Educational Needs (SEND) policy and provision at Twynham School (TS) and The Grange School (TGS). * Ensure that systems and process related to SEND are mirrored at both TS and TGS and that provision in the two schools is consistently exceptional. * Be responsible for the strategic co-ordination of specific provision to support individual pupils with SEND with the aim of raising SEND pupil achievement. * To oversee recruitment, staff deployment and resources according to the needs of SEND students across both schools. * In liaison with the Directors of English and Maths ensure the effective deployment of specialist staff and resources to enable excellent outcomes from numeracy and literacy intervention. * Ensure all Access Arrangements for students are in place and that statutory SEND responsibilities with regard to public examinations are fully compliant across both schools. * Co-ordination of training for all teaching and SEND staff is planned, appropriate and high quality. * Consultation for EHCP’S ‘in year’ and at the point of transition should be overseen by the Director of SEND. * Work with members of the Leadership Team to plan appropriate intervention/ inclusion for students who are struggling to access school and may require a placement at an alternative provision.   **Leadership of the Quality of Education**   * Driving the school improvement approach ensuring effective deployment of staffing and financial resources to improve and maintain the high standards expected. * Contributing to school development planning based on accurate and effective SEND self-evaluation. * Dynamic and strategic leadership of the direction of our SEND, whilst ensuring every individual pupil is valued and encouraged to develop their full potential in all areas of school life.   **People Leadership and Management**   * Line management responsibility for the performance of the SENDCo at TGS and LAC Mentor as well as any other leaders as determined by the EHT, including areas of SEND /LAC /Student Support. * Ensure there are robust safeguarding procedures and processes, considering specific special needs and intervention, including taking the role as a Deputy DSL. * Strategic leadership of Student Services ensuring legal compliance with duties relating to LAC and student welfare. * Management of SEN events, i.e. parent workshops, transition meetings, transition day and any other ‘outward-facing’ events as directed by the Deputy Headteacher. * Take responsibility for your own professional development, CPD needs and wider reading as the Director of SEND, ensuring that knowledge and practice is up to date and that provision for SEND remains statutorily compliant.   **Trust-wide collaboration**   * Contribute to the excellence strategy for a consistent and coherent approach to SEND being developed across the Trust. * Sit on the TL SEND working group and lead on aspects of SEND development across the Trust as directed by the SISS (Self-improving school system) Board. * Work closely with colleagues at both TS and TGS to ensure standards and approaches are aligned. * Under the direction of the EHT to lead on aspects of joint-working between the two schools. |

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| **Safeguarding Duties and Responsibilities** |
| * Promoting and safeguarding the welfare of children and young people in accordance with the school’s Safeguarding and Child Protection policies. |

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| **Twynham Learning Attributes for all Staff** | |
| * Ambition for excellence * Professionalism * Humility * Championing change | * Inclusiveness * Positivity * Community-mindedness * Being collaborative |

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| **Personal Attributes** |
| * High-energy and passionate individual with a clear moral purpose which is driven by a desire to improve the life chances of young people. * Highly resilient and tenacious. * A reflective practitioner with a history of expertise in classroom pedagogy. * An ability to inspire and relate well to the whole community. * A team player who is comfortable in both providing and responding to professional challenge. * Outgoing and enthusiastic with a positive “can-do” attitude and a solution-focused approach. * An emotionally intelligent colleague who can adapt to a range of situations and communicate with various stakeholders including students, parents and other colleagues and professionals. |

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| **Other Duties** |
| * To work with the LT of TS and TGS, operationally completing duties, on-call support, learning walks and other daily responsibilities.   All Twynham Learning staff may periodically be expected to carry out tasks and duties within their area of competence that are not listed herein, as directed, to meet the needs of the Trust. The particular duties and responsibilities may vary from time to time. |

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| **Notes** |
| This job description may be amended at any time in consultation with the postholder. Employees will be expected to comply with any reasonable request from a manager to complete manager to undertake work of a similar level that is not specified in this job description.  The postholder is required to have the National SENCO qualification |

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| **Key/Glossary of Terms** | |
| LAB = Local Advisory Board  SDP = School Development Plan  ELT = Executive Leadership Team  TS = Twynham School | * LT = Leadership Team   TL MAT = Twynham Learning Multi-Academy Trust   * CEO = Chief Executive Officer * EHT = Executive Headteacher |