

Job Description

Job title: Inclusion Manager/ SENCO (Special educational needs co-ordinator)- non class based

Contract: Permanent

Hours: Part time -2 days per week (0.4)

Grade: Inner London Main Pay Scale/Upper Pay Scale, plus TLR2

Reporting to: Headteacher

Main purpose

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

- 1) Determine the strategic development of special educational needs (SEN) policy and provision in the school
- 2) 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
- 3) Provide professional guidance to colleagues, working closely with staff, parents and other agencies

The SENCO will also be expected to fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document.

Duties and responsibilities

Strategic development of SEN policy and provision

- to be a member of the Leadership Team and make a significant contribution to the strategic development and direction of the school
- have a strategic overview of provision for pupils with SEN or a disability across the school, monitoring and reviewing the quality of provision and contribute to school self-evaluation
- Ensure the SEN policy is put into practice, and that the objectives of this policy are reflected in the school development plan
- Maintain an up-to-date knowledge of national and local initiatives which may affect the school's policy and practice

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 external agencies, especially the local authority
- Implement and lead intervention groups for pupils with SEN, and evaluate their effectiveness where appropriate
- Monitoring and evaluating the effectiveness of interventions and support for students with SEN, through appropriate methods including provision mapping and management systems.
- Analyse assessment data for pupils with SEN or a disability
- Undertaking the process of applying for Education Health and Care assessment and seeing this process through to final plan.

Support for pupils with SEN or a disability

- Work with professionals to 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 with parents or carers and the pupil
- Communicate regularly with parents or carers
- Ensure that 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 & 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 where appropriate
- 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

- Lead and manage teaching assistants working with pupils with SEN or a disability

Safeguarding Duties

- To be fully aware of and understand the duties and responsibilities arising from the Children's Act in relation to child protection and safeguarding children and young people and comply with roles and responsibilities set out in KCSIE (Keeping Children Safe in Education)
- To be a trained safeguarding lead in school

Personal Specification

Post Title: SENCO

	Essential	Desirable
Qualifications		
Educated to degree level	✓	
Qualified teacher status	✓	
National award for SEN Co-ordination or willingness to complete it within 3 years appointment	✓	
Experience		
Will have had experience of teaching in a multicultural inner-city environment		✓
Involvement in self-evaluation and development planning	✓	
Experience of conducting training/leading INSET		✓
Experience of managing safeguarding concerns within a school	✓	
Professional Knowledge and Understanding		
Understanding of what makes 'quality first' teaching, adaptive teaching and effective intervention strategies	✓	
Sound knowledge of SEND Code of Practice	✓	
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 Christian 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	✓	
Ability to work as part of a team	✓	
Ability to impose calm	✓	
Good listener, positive outlook	✓	
Ability to demonstrate commitment to safeguarding and promoting the welfare of children, ensuring that all members of the school community share that commitment	✓	