



Job Description

SENCO

School:	West Malling CE Primary School
Responsible to:	Headteacher
Salary:	Main Pay Scale

Introduction

You are required to carry out the professional duties of a SENCO as set out in the School Teachers' Pay and Conditions document. The post holder will be expected to work in accordance with the policies of the school and the Tenax Schools Trust.

Purpose of the Job:

- To ensure and provide strategic development of the school's SEND policy and provision, in order to raise the achievement of children, including, but not exclusively, those with SEND.
- To support the vision and values of the school at all times.

Key Duties and Responsibilities:

1. Responsibilities specific to the post

- High level of commitment to keeping children safe, with a strong regard for the need to safeguard pupils' well-being, in accordance with statutory provisions.
- Strategic leadership and implementation of our whole school vision.
- Ensure high aspirations for the achievement, behaviour, personal development, engagement and attendance of all students on the SEN Register and with additional educational needs.
- Keep up to date with national and local initiatives and current pedagogical research that may affect the school's policy and practice.
- Be the Designated Teacher for Children in Care.

2. Management

- Work with school leaders, the Tenax Schools Trust and local governing body to ensure the school meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements.
- Prepare and review information linked with SEND and CIC for the local governing body.
- Lead and manage the SEND Administrator to ensure high standards in relation to outcomes and provision.
- Lead and manage our team of TAs, including staff performance development, creating timetables to co-ordinate their deployment; monitoring their impact and effectiveness.
- Lead and manage the resourcing and financing of SEND, including additional funding applications, to ensure effective provision and outcomes.

- Co-ordinate regular meetings with Inclusion and Teaching Support staff.
- Lead, manage and develop effective links with parents, based on partnership working.

3. Strategic Organisation & Communication

- Undertake regular co-ordination of SEND students' provisions through close liaison with staff, parents and external agencies, ensuring effective communication with all parties at all times.
- Use information, data analysis and reporting to provide impactful interventions and support.
- Be aware of the provision within the Local SEND Offer.
- Writing and review of EHCPs to ensure support is in place.
- Implementation of EHCP strategies, through liaison with parents, teachers, professionals and inclusion team.
- Oversee SEND registers and Provision Maps, ensuring records are up to date and accurate.
- Provide research-based CPD and training for staff, enabling all staff to meet the needs of all children.
- Be a key point of contact for all external agencies supporting children with SEND.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Signed

Date

Person Specification

SENCO

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria or have the willingness and ability to work towards meeting the same.

	ESSENTIAL	DESIRABLE
Education, Training and Qualifications	<ul style="list-style-type: none"> ➤ Hold a recognised SENCO qualification (NASENCO) or show a willingness to achieve this, or the new NPQ for SENCOs. ➤ Willingness to undertake additional training as part of their professional development 	<ul style="list-style-type: none"> ➤ Other relevant qualifications- e.g. first aid, paediatric first aid, safeguarding
Experience	<ul style="list-style-type: none"> ➤ Experience in working with support staff and external agencies 	<ul style="list-style-type: none"> ➤ Current or recent experience of working with primary aged pupils in an education setting
Knowledge and Skills	<ul style="list-style-type: none"> ➤ Full working up to date knowledge of the current SEND Code of Practice, statutory requirements of best practice and relevant current legislation ➤ Have necessary skills to manage and supervise whole class and/or small group activities safely and be able to use a range of strategies to deal with pupil behaviour ➤ Ability to relate management information to decision making at all levels, including the monitoring of cost effectiveness in spending ➤ Ability to use performance data to guide school staff in regularly monitoring and evaluating student progress. To ensure the development of coherent and consistent assessment strategies to enable appropriate monitoring of individual progress 	<ul style="list-style-type: none"> ➤ Working knowledge of relevant policies and codes of practice- e.g. Keeping Children Safe in Education, Safeguarding, health and safety, security, equal opportunities and confidentiality ➤ Ability to use ICT to support learning
Personal Characteristics	<ul style="list-style-type: none"> ➤ Ability to relate well to children and adults, understanding their needs and being able to respond accordingly ➤ An enjoyment of learning, both that of others and your own ➤ Ability to be pro-active about challenges and demands when dealing with children with complex needs ➤ Personal resilience, be organised, committed, professional and confidential at all times. 	