**Job Description: SENCO**

**Reports to:** Assistant Headteacher (Inclusion and SENCO)

**Salary**: MPS/UPS, Maternity cover

Fixed term cover, February 2025 to February 2026

**The Role**

As SENCO, you will be working alongside the Assistant Headteacher (Inclusion and SENCO) to be responsible for cultivating an inclusive learning environment throughout The Boswells School. You will develop the graduated response at a whole school level to support pupils with particular learning needs and lead staff in best practice, enabling every pupil to achieve their potential.

**Key Responsibilities**

* Oversee the strategic direction and development of the school offer for SEND pupils in partnership with Assistant Headteacher (Inclusion and SENCO)
* Embed the graduated response for literacy, numeracy, language and communication, SEMH and EAL at a whole school level
* Monitor and evaluate the teaching provision for and progress of pupils with SEND
* Liaise with external agencies and coordinate provision of necessary specialist support for pupils
* Identify the training needs of staff and coordinate relevant training as required
* Support teaching and learning of key vulnerable groups, i.e. Disadvantaged, Looked After Children (and those associated with this group), and any similarly identified groups, ensuring that through all appropriate interventions, targeting and tracking, they maximise their academic and personal potential.
* Lead on the planning, implementation and marketing of alternative courses.

**Inclusion**

* Maintain a clear, up-to-date SEND register
* Implement effective and efficient SEND administration, including provision mapping and any information sharing proformas
* Plan the provision for pupils with an EHCP, or requiring school-based support and review termly with a view to apply for an EHCP if needed
* Ensure there is early identification of pupils’ additional needs
* Identify evidence-based interventions that are matched to pupils’ needs and ensure that these are measurable, time-limited and all staff delivering them are trained thoroughly
* Facilitate and coordinate multi-agency input and specialist support such as Speech and Language Therapy, Educational Psychology, Autism Outreach Services and Sensory Impairment Services
* Ensure all staff are aware of the needs of each SEND pupil and are trained in how to meet them
* Build relationships with pupils’ previous settings to create transition plans that facilitate continuity of support and learning
* Communicate regularly with parents, ensuring they are aware of the support provided for each pupil and are involved in setting targets for improvement
* Feed into the annual School Development Plan and School Self-Evaluation as needed
* Feedback to Governors where appropriate

**Line Management**

* Line manage the LSA team and participate in the staff recruitment process

**Teaching Responsibilities**

* Set high expectations so that all pupils are inspired, motivated and challenged to reach their full potential
* Create a positive climate for learning, by explicitly teaching lesson routines and applying behaviour systems consistently and fairly
* Plan and teach well-structured lessons which allow adequate time to embed new knowledge, understanding and skills and are responsive to pupils’ misconceptions
* Nurture every pupil’s intellectual curiosity, asking pertinent questions to deepen pupils’ understanding
* Systematically check pupils’ understanding and act to correct any misconceptions
* Provide pupils with feedback aimed at moving their learning forward
* Review and reflect on each assessment to identify gaps in pupil learning and take steps to address them

**Culture and ethos**

* Uphold and promote the values and ethos of the school, ensuring the SEN team implement school systems consistently and in a kind and respectful manner
* Develop strong partnerships and ensure regular communication with parents
* Complete duties around the school, modelling best practice for all staff

**Development of the CLP Network**

* Value and support practices driving continued progress across the network of CLP schools
* Participate actively throughout the network, by attending relevant meetings, and, as appropriate, delivering network-wide training and initiatives

**Other**

* Carry out other reasonable tasks as directed by the Headteacher

Including duties and attending parent and information evenings.

**Person Specification: SENCO**

**Qualification Criteria**

* Qualified to teach and work in the UK
* Strong A Levels, or equivalent
* Qualified to degree level and above
* Desirable to have completed the National Award for SEN Coordination (NASENCo)

**Knowledge, Experience and Skills**

* Experience identifying, monitoring and providing effective support for pupils with SEND
* Good working knowledge of relevant legislation, particularly the SEN Code of Practice
* Experience of leading the whole school initiatives.
* Experience in effectively training and coaching other teachers
* Excellent communication, planning and organisational skills
* Excellent SEN & classroom practitioner
* Strong understanding of both subject and general teaching pedagogy
* Experience of reflecting on and improving practice to increase pupil achievement
* Effective and systematic behaviour management
* Knowledge of a range of alternative provisions and strategies to improve attendance

**Personal Characteristics**

* Genuine passion and a belief in the potential of every pupil
* Deep commitment to our mission of providing an excellent education to every pupil, regardless of background
* Effective team member and leader
* High level of self-awareness and self-management in stressful situations
* High expectations for accountability and consistency
* Acts as a role model to staff and pupils
* Resilient, motivated and committed to achieving excellence
* Reflective and proactive in seeking feedback to constantly improve practice
* Commitment to regular and on-going professional development and training to establish outstanding classroom practice
* Commitment to and understanding of professionalism in line with the National Teaching Standards

**Duties related to Scale:**

* To provide effective line management to identified staff
* To be fully engaged with school self-review process, including observations of staff and undertaking learning walks to help ensure quality of provision
* To attend and contribute to school’s Middle Leadership Team Meetings
* To produce reports (or provide information to the Headteacher) that will furnish these meetings
* To deliver assemblies where required
* To implement key elements of the school development plan
* To provide leadership in relation to relevant aspects of the school’s process of self-review (SEF)
* To support the Leadership Team to ensure an orderly atmosphere in school
* To attend Parents Evenings
* To be an engaged, active and highly visible member of staff, during lesson, break and lunchtimes
* To supervise Senior Detentions (rotation / shared)
* To support the on call rota

**Other**

* Commitment to equality of opportunity and the safeguarding and welfare of all pupils
* Willingness to undertake training
* This post is subject to an enhanced Disclosure & Barring Service check

The Chelmsford Learning Partnership is committed within its schools to:

* + Safeguarding and promoting the welfare and safety, and the spiritual and cultural development of children and young people;
  + Promoting equality of opportunity and community cohesion where the diversity of different backgrounds and circumstances is appreciated and positively valued;
  + The fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs and expects all staff, volunteers and other workers to share in this commitment.

In compliance with safer recruitment procedures and guidelines, all applications must be made on an application form, CVs will not be accepted.  This appointment will be subject to pre-employment checks including an enhanced disclosure from the Disclosure and Barring Service and satisfactory references. The Chelmsford Learning Partnership is an equal opportunities employer.