

JOB DESCRIPTION

Job Title: SENCO

Grade: MPS/UPS +TLR2A+SEN

Purpose of Job Role:

- Provide professional guidance to colleagues, working closely with staff, parents and other agencies
- To develop knowledge and understanding of specific young people needs to ensure teaching is specialised, engaging and effective.
- To collaborate with centre management team and young people's home school/ Alternative Provision/Local Education Authority to maximum learning opportunities and progression for all young people
- Be responsible for day-to-day operation of the SEN policy and co-ordination of specific provision to support individual young people with SEN or a disability
- To work as part of the centre leadership team

Duties and Responsibilities:

- To teach successful lessons to young people
- To teach designated young people ensuring that teaching is differentiated to meet the specific needs of young people
- Be very flexible in their approach in an often ever-changing environment.
- Support teaching assistants and instructors, ensuring maximise ward teaching time is used effectively to enable young people to access their education.
- To monitor, assess and report progress with regard to individual young people, ensuring personalised and effective timely intervention where appropriate and the impact of these interventions.
- In line with centre and Academy policies to operate appropriate systems of young people's management.
- To be a member of a curriculum group.
- To participate in regular review and monitoring of curriculum delivery.
- To participate in centre meetings and Academy activities.
- To manage efficiently any physical and financial resources allocated, giving reports as requested.
- To participate in the development and maintenance of effective communication within the Academy and with parents, home schools and relevant agencies.
- To communicate and consult with the parents of young people assigned for teaching.
- Ensure Teacher Standards are achieved successfully.



Duties and Responsibilities

- Maintain accurate and update SEND records
- Identify young people's SEND & appropriate strategies to support
- Provide guidance to colleagues on teaching young people with SEND, and advise on the graduated approach to SEN support
- Advise on the use of the school budget and other resources to meet young peoples' needs effectively, including staff deployment
- Be aware of the provision in the local offer
- Be a key point of contact for external agencies, especially the local authority (LA)
- Work with multi agency teams including; 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 (LA)
- Analyse assessment data for pupils with SEND
- Co-ordinate provision that meets the young people's needs, and monitor its effectiveness
- Secure relevant SEND services for the young people
- Manage Key Workers to review education, health and care plans (EHCP) with parents or carers and the young person
- Communicate regularly with parents or carers
- Ensure if the young person transfers to another school, all relevant information is conveyed, and support a smooth transition for the young person
- Promote the young person's inclusion in the school community and access to the curriculum, facilities and wellbeing and personal development activities
- Work with the centre management team to ensure the centre meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements
- 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 SEND policy
- Promote an ethos and culture that supports the Academy's SEND policy and promotes good outcomes for young people with SEND.
- To participate in necessary meetings linked to the role, for example Inclusion meetings.

Other responsibilities:

1. Take personal responsibility for promoting and safeguarding the welfare of children and young people they are responsible for or come into contact with.
2. Undertake and participate in relevant CPD and appraisal arrangements.
3. Follow all organisational systems and procedures.
4. Abide by and adhere to all Academy policies and practice including health and safety.
5. Support and promote diversity and equality of opportunity for all.
6. Follow data protection procedures and treat with confidentiality any personal, private or sensitive information about individual young people, staff and/or associated organisations.
7. Promote and support inclusive practice.
8. Promote the agreed vision and aims of the Academy.
9. To be prepared to teach Personal Development lessons as and when required.



10. To be able to work across James Brindley sites as the needs of the Academy dictate.
11. Set an example of personal integrity and professionalism in line with the Employee Code of Conduct.
12. To perform other such duties as the line manager, Vice Principal or Principal may from time to time determine.

James Brindley Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Please be aware that this post is subject to an enhanced DBS clearance check and any offer of employment is made conditional of this. You will also be required to register and pay for the DBS update service and ensure that documentary evidence is produced to ensure annual compliance and updates. You will also be required to provide written consent for the employer to access this information at any time.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

By signing this Job Description, you are also consenting to disclose any warnings, convictions and reprimands whilst in employment as soon as it is practically possible.

New post holders are also consenting to annually renew their Update Service subscription.

Team/s: Centre and Curriculum Team

Responsible to: Centre Management Team, Vice Principal, Head of Curriculum, Principal

Responsible for: n/a

Job description issued after consultation

Signature of the Principal.....

Date

Copy received by

Signature of the Post holder.....

Date

