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| **Job Description – SENCO** |

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| **Post Reference:** | 1048 |
| **Academy:** | Alder Tree Primary Academy |
| **Job Title:** | **SENCO** |
| **Grade:** | MPS/UPS £25,714 - £41,604 plus SEN allowance |
| **Hours:** | Full Time 32.5 hours/ Part Time TBC or To be negotiated |
| **Accountable to:** | Principal  |

 **Role:**

* To strategically coordinate and monitor pupils with Special Educational Needs to ensure they have access to high quality of education ensuring they are making progress.
* To lead on casework, compile evidence and advise parents of the process for statutory assessment, establishing, monitoring, and reviewing SEN intervention and ensuring high standards of learning and achievements for all pupils.

*NB: All post-holders at White Rose Academies Trust are responsible for improving the outcomes for learners and upholding the ethos of the Academies. Keeping children safe in education and the guidance for safer working practice direct the work of every adult working at or associated with White Rose Academies Trust.*

**Specific Responsibilities:**

* To coordinate the development and implementation of the SEN, SLCN and Inclusion policies in order to raise achievement and improve the quality of education provided for all pupils with SEN across the school
* To manage assessments and gather evidence for statutory assessment on children and young people with identified special educational needs in line with Statutory timescales
* To contribute advice and support in the process of early identification, assessment and provision in line with SEND Code of Practice
* To research, develop and share best practice with respect to inclusion and raising attainment within this specialist area
* To provide specialist advice, guidance, and support to the education setting
* To analyse and review individual SEN pupil’s needs and support staff to set targets for SEN pupil progress using this data to monitor and identify under-achieving pupils and necessary actions
* To monitor and record the progress made by pupils with SEN towards the achievement of targets set and long-term outcomes
* To keep up with all relevant legislation, including the Codes of Practice for SEN, Disabilities and Equal Opportunities. Advising parents, teachers and governors on guidance and regulations relating to the statutory special educational needs assessment process ensuring the SEN Code of Practice is followed and implemented successfully
* To manage and support staff involved in working with pupils including monitoring any SEN provisions being delivered
* To work with pupils, class teachers, key co-ordinators, parents, and the senior leadership team to maintain high standards of behaviour and learning
* To oversee processes and procedures including staff training and target setting including delivering training
* To engage in own professional development, updating knowledge and skills relating to educational issues and contribute to in-service events and professional development of others
* To develop effective liaison with external agencies to maximise support for pupils with SEN, working closely with Speech and Language Therapist/ Education Phycologist/ Physiotherapist including developing the Service Level Agreements
* To ensure that the SEN Code of Practice is followed and implemented successfully
* To oversee and review all Educational Health Care Plans (EHCP) including Annual reviews and relevant paperwork
* To promptly and accurately complete any administrative requirements for the SEN register, EHCP reviews and IEPs maintaining details both written and electronic
* To attend SEN meetings including Annual Reviews and/or draft EHCPs, ensuring action and dissemination to staff team, as appropriate
* To record accurate SEN information on internal systems and ensure all staff are regularly updated of any changes
* To provide appropriate resources for Special Needs and Learning Support and ensure that they are used efficiently, effectively, and safely
* To identify own learning needs and to attend training in order to develop professional knowledge and skills
* To demonstrate enthusiasm, creativity, good judgement and an ability to solve problems and manage time effectively

**Classroom Teachers: Expectations of all Academy staff**

* To ensure good progress for all pupils within groups taught through the planning and preparation of high-quality lessons which engage, motivate, and support learners and adhere to the Academy Teaching and Learning Standard
* To strive to deliver a consistently good standard of teaching
* To be responsible for your own teaching areas and in the execution of general duties for the creation of a positive climate for learning which results in positive, respectful attitudes from pupils
* To consistently apply the academy behaviour policy to support all colleagues in establishing high standards of behaviour from pupils, and in order that pupils have parity of treatment and expectations in all areas of the academy
* To assess, record and report on the development, progress, and attainment of pupils within the Academy Monitoring and Evaluation schedule
* In consultation with the relevant Phase Leader, contribute to the planning, design and production of good quality teaching materials and resources, appropriate to age and ability, in accordance with the Area Development Plan
* To contribute to the wider life of the academy by participating in the provision of planned extra-curricular activities
* To attend meetings, including parents’ consultation sessions, and fulfil duties on rotas as specified in the Staff Handbook
* To implement all Academy policies with regard to registration, pupil absence, pupil uniform, and other routines detailed in the staff handbook
* To observe Academy rules relating to the safeguarding of pupils, health and safety requirements, and equality policies
* To participate in full staff and area meetings, actively contributing to Academy decision making and consultation procedures
* To participate fully in the Academy Performance Management process, engaging in professional development activities which enhance personal performance, fulfil personal potential and contribute effectively to the implementation of the Academy’s goal to be an outstanding place of learning
* To uphold the professional standards of dress, behaviour, attitudes, and team spirit which will ensure the Alder Tree Primary Academy is a pleasant, positive place to learn and work

 **Equal Opportunities:**

* To promote equal opportunities in Education in Order that all children and families will gain optimum benefit from the service provided
* To promote and ensure that all pupils and young people are happy, healthy, safe, successful and achieve economic wellbeing

 **Generic Staff Requirements:**

* To uphold the professional standards expected of every member of Academy staff in all dealings with colleagues, pupils, parents/carers and the wider community
* To adhere to the principles expressed in the Academy Aims and Mission statement
* To actively contribute to the continued development of the Academy by attending training, participating in relevant meetings, and putting forward ideas for improvement
* Be a positive, collaborative team member
* To apply Academy policies in all aspects of the role
* To keep up to date with all aspects of the safeguarding children policy as it applies to the post

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of a new and growing Academy which requires flexibility in all employees.

This job description is current at the date shown but, in consultation with the postholder, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

This job description will be reviewed annually. The post-holder may be required to take on additional responsibilities when necessary to ensure the effective running of the Academy.

All postholders are accountable through White Rose Academies Trust Performance Management Policy. The Governors and Principals of White Rose Academies Trust are committed to safeguarding and promoting the welfare of children and young people and ensuring that safer recruiting procedures are in place.

White Rose Academies Trust is committed to safeguarding and promoting the welfare of its students and expects all staff and volunteers to share the commitment. Appointments will be subject to Safer Recruitment Procedures and an enhanced DBS check.

Please note this role will involve contact with children and you will be engaging in regulated activity. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

We promote diversity and want a workforce which reflects the population of Leeds. Applications are welcome from all, irrespective of sex, sexuality, race, religion, marital status, age or disability.

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| **Signed** |  | **Dated** |  |