

Post title:	SENCO
Salary and grade:	L1 to L5
FTE:	32.5 hours, 52 weeks
Line manager/s:	Headteacher

Main purpose of the job:

To facilitate and encourage learning which enables pupils to achieve high standards, to share and support the corporate responsibility for the well-being and education of all pupils. To ensure that school meets all statutory and local duties in relation to education and care of pupils with special educational needs. To monitor and support the overall progress and development of pupils with special educational needs. To effectively manage and deploy teaching/support staff, financial and physical resource within the inclusion area.

Main Duties and Responsibilities include:

- Lead the delivery and development of SEND; provision and challenge for the more able.
- Provide the Headteacher with relevant and up to date information on pupil achievement.
- Monitor pupil standards and achievement against annual targets.
- Monitor planning, curriculum coverage and learning outcomes.
- Inspire, enthuse and support class teachers so that teaching and learning is good or better across the school.
- Take a full and active part in the work of the School's Leadership team.
- Lead by example as a highly committed and highly skilled class teacher.
- Chairing Annual Reviews.
- To work with the Headteacher to manage consultations.
- May be required to cover lessons, where needed.

SEND Support:

- Ensure the school meets all its statutory and local duties in the relation to education and care of pupils with SEND.
- Actively lead the development of policy and practice concerning the education and care of pupils with SEND.
- Support staff in understanding the needs pupils with SEND.
- To work with class teachers to differentiate and resource lessons that ensure that effective learning takes place for all students, ensuring there are alternative strategies.
- Be the designated Teacher for LAC.

- Liaise with staff, parents, external agencies and other schools to co-ordinate their contribution to the education and care of pupils with SEND.
- To keep up to date with and respond to local and national developments in SEND education and care.
- Ensure the objectives of the SEND policy are reflected in the School Development Plan, that effective systems are in place to identify and meet those needs and that they are coordinated, monitored, evaluated and reviewed.
- Provide regular information to the Headteacher and Academy Council on the evaluation of the effectiveness of provision for pupils with SEND.
- Attend tribunals and complete witness statements as and when required.
- To carry out dyslexia screening as and when required for young people.

Teaching, Learning and Assessment

- Support the identification of, and disseminate and model the most effective teaching and learning approaches for pupils with SEND.
- Collect and interpret specialist assessment data to monitor the progress of pupils with SEND.
- Ensure all members of staff recognise and fulfil their statutory responsibility to pupils with SEND.

Leading and managing staff

- Strategic oversight and management of inclusion/intervention teams.
- Liaise with MAST Team to ensure appropriate and swift referral of identified pupils and evaluate the effectiveness of their provision.
- Provide regular information to the Headteacher and Academy Council on the evaluation of SEND provision.
- Raise awareness of the needs of SEND pupils within the classroom.
- Contribute to the appraisal process and to act as reviewer for a group of staff as directed by the Headteacher.
- Promote teamwork and to motivate staff to ensure effective working relations.
- Advise, contribute and, where appropriate, coordinate the professional development of staff to increase their effectiveness in responding to pupils' with SEND.
- Provide support and training to trainees and newly qualified teachers in relation to pupils with SEND.
- Advise the Headteacher and Academy Council of priorities for expenditure and deployment of staff, and utilise allocated resources with maximum efficiency.
- Oversee the management of the effective and efficient deployment of classroom support.
- Liaise with other agencies and professionals as appropriate.

Support for the School

- Support the role of parents / carers in pupils' learning and contribute to meetings with parents / carers to provide constructive feedback on pupil progress/achievement etc
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- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Ensure access arrangements are in place for examinations.
- Contribute to the overall ethos, work and aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime.
- Willingness to undertake Key Working training and responsibilities associated with this role if required
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.

Other Duties

- Other such reasonable duties as determined and delegated by the Headteacher or Nexus MAT CEO consistent with the grade of the post and the experience of the postholder.
- To have professional regard for the ethos, policies and practices of the school in which you support, and maintain high standards in your own attendance and punctuality.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding

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

Person Specification

		Essential	Desirable
Qualifications, Skills & Knowledge	Qualified Teacher Status	•	
	National SENCO award (or working towards)		•
	Knowledge and experience of planning, preparing, delivering and evaluating learning activities	•	
	Experience of providing support and guidance to other teaching support staff and ability to supervise staff	•	
Experience	Experience of working with children and young people with Special Educational Needs and Disabilities	•	
	Experience of coordinating a variety of groups/teams/projects	•	
Thinking Ability	A passion for working with children and young people with Special Educational Needs	•	
	Ability to Demonstrate knowledge and experience of promoting inclusion and of equal opportunities in education	•	
	An understanding of relevant policies and awareness of relevant legislation	•	
	An understanding of national and foundation stage curriculums and accreditation	•	
	An understanding of child development	•	
	An understanding of Individual Education Plans	•	
	Demonstrate effective planning to promote learning for all pupils	•	
	Ability to support and guide colleagues in SEND matters	•	
	Ability to raise standards through the use of effective strategies	•	
Personal Effectiveness	Good communication skills	•	
	Good interpersonal skills	•	
	A team player with a collaborative approach	•	
	Ability to manage own time, prioritise tasks and proven organisational skills	•	
	Positive, ambitious and forward looking	•	
	Resilient and easily adaptable to change	•	
	Honesty and integrity	•	
	Passionate and enthusiastic about making a difference	•	
	Child-centred and committed to achieving the best outcomes for pupils	•	

		Essential	Desirable
	Ability to work with children and young people that present challenging behaviour	•	
	Ability to form respectful and trusting relationships with a range of people including parents and carers	•	
	Capacity to motivate, inspire and challenge children, young people, self and others	•	
General	The flexibility to meet the full range of job requirements	•	
	A commitment to safeguarding and promoting the welfare of children and young people	•	
	Commitment to the school's aims and values	•	
	Demonstrate a firm commitment to the concept of Multi-Academy Trust and desire to see the Trust flourish and expand in a sustainable manner	•	
	An understanding of and commitment to equal opportunities	•	
	No serious health problems that will likely impair or impact on job performance.	•	
	Good attendance record in current employment (not including absences resulting from a disability)	•	