



# Brampton Manor Academy

[www.bramptonmanor.org](http://www.bramptonmanor.org)

## JOB DESCRIPTION

- Post: SENCo
- Pay: highly attractive (commensurate with experience and skills)
- Reporting to: Assistant Principal (Director of Inclusion)

### Job Purpose

- To have overall leadership for SEN provision within our school. *This includes:*
  - *working with the principal, senior leaders and the governing body, in determining the strategic development of SEN policy and provision in the school.*
  - *day-to-day responsibility for the operation of SEN policy and co-ordination of specific provision made to support individual pupils with SEN, including those who have EHC plans.*
  - *providing professional guidance to colleagues and will work closely with staff, parents and other agencies.*

### Reporting to

- The post holder is responsible to the SLT link in all matters
- The post holder is also expected to interact and lead colleagues on a professional level in order to promote a mutual understanding of the Trust's vision and values
- The post holder will be expected to network and liaise across the range of external providers, schools, community and coordinator networks, to ensure a consistency of approach regarding standards, support, transition and high quality learning and teaching

### Job Role

*The postholder's key responsibilities are as follows:*

- overseeing the day-to-day operation of the school's SEN policy
- co-ordinating provision for children with SEN, including the line management of all SEN staff
- liaising with the relevant Designated Teacher where a looked after pupil has SEN

- advising on the graduated approach to providing SEN support
- advising on the deployment of the school's delegated budget and other resources to meet pupils' needs effectively
- liaising with parents of pupils with SEN
- liaising with early years providers, other schools, educational psychologists, health and social care professionals, and independent or voluntary bodies
- being a key point of contact with external agencies, especially the local authority and its support services
- liaising with potential next providers of education to ensure a pupil and their parents are informed about options and a smooth transition is planned
- working with the principal, senior leaders and school governors to ensure that the school meets its responsibilities under the Equality Act (2010) with regard to reasonable adjustments and access arrangements
- ensuring that the records of all pupils with SEN is kept up to date
- be responsible for the admissions process for students with statements of special education needs (SEN), attending meetings and tribunals as directed by the Principal
- be responsible for the preparation and review of all policies, procedures and Academy documentation pertaining to SEN e.g., relevant sections of the SEF, the SDP and census returns
- undertake appropriate training (if applicable) to become a JCQ accredited access assessor

*This job description does not form part of the employee's terms and conditions of employment and it is not intended to have any contractual effect. The Academy reserves the right to amend this job description at any time.*

## SENCo – Selection Criteria

Essential [E] or Desirable [D]	Requirements	Assessment Criteria		
		Interview	Application form	Task (lesson)
<b>Experience</b>				
E	The ability to lead a large team of people, including SEN teachers, teams of teachers, teaching assistants, learning mentors and external specialists to ensure each area of SEND specialism within each school ensures outstanding progress/outcomes for SEN	□	□	□
E	Outstanding classroom practice, with a proven record of ensuring the excellent progression of students across all abilities	□		□
E	Ability to select and devise appropriate teaching methods and resources to meet the differing needs of students in practical and written work	□		□
E	Effective planning, assessment and record keeping	□	□	
E	The ability to develop and maintain positive relationships with other teachers, members of the Senior Leadership Team, support staff and parents/carers		□	
E	Solid and sustained experience of working with SEND students with considerable impact	□		
D	Demonstrated experience working with young people who can exhibit challenging or unexpected behaviour, and a flexibility and willingness to support them to achieve their potential	□		
D	Extensive experience working with parents / carers and demonstrated belief in the importance of close home-school liaison	□		
<b>Qualifications</b>				
E	A good honours degree	□		□
E	Qualified Teacher Status (QTS)		□	
E	Must hold an appropriate SENCo qualification or be working towards obtaining one	□	□	
D	JCQ accredited access qualification or willingness to gain such qualification	□		