

JOB DESCRIPTION
and PERSON SPECIFICATION



Teacher Pay Scale + TLR 2.1

JOB TITLE: SENCo/Class Teacher **DATE PREPARED:** Autumn 21

DIGNITY AT WORK: To show, at all times, a personal commitment treating all customers and colleagues in a fair and respectful way, which gives positive regard to people's differences and individuality (for example, gender, gender identity, nationality or ethnic origin, disability, religion or belief, sexual orientation, age). Assists in ensuring equal access to services and employment opportunities for everyone and promotes the Trust's Equal Opportunities in Employment Policy.

PURPOSE:

Responsible for the day to day operation of provision made by the school for pupils with SEN and provides professional guidance in the area of SEN in order to secure high quality teaching and the effective use of resources to bring about improved standards of achievement for all pupils.

PRINCIPAL ACCOUNTABILITIES:

Please note decision making must be included within the Principal Accountabilities

To promote and safeguard the welfare of children and young people.

IN RELATION TO THE STATUTORY REQUIREMENTS

The appointment is subject to the current conditions of employment for SENCO teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and SENCO teachers and other current legislation.

DUTIES AND RESPONSIBILITIES

In addition to the requirements of a class teacher, areas of responsibility and key tasks:

A. STRATEGIC DIRECTION AND DEVELOPMENT OF SEN PROVISION IN THE SCHOOL

- i. contribute to a positive ethos in which all pupils have access to a broad, balanced and relevant curriculum;
- ii. support all staff in understanding the needs of SEN pupils and ensure that objectives to develop SEN are reflected in the school development plan;
- iii. regularly monitor progress of objectives and targets for pupils with SEN from teachers' plans, evaluate the effectiveness of teaching and learning by work analysis and use these analyses to guide future improvements;
- iv. analyse and interpret relevant school, local and national data and advise the head teacher on the level of resources required to maximise achievement;
- v. Liaise with staff, parents, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of provision.

B. TEACHING AND LEARNING

- i. support the identification of, and disseminate the most effective teaching approaches for pupils with SEN;
- ii. collect and interpret specialist assessment data to inform practice;
- iii. work with pupils, class teachers and key stage managers to ensure realistic expectations of pupils;
- iv. Monitor the use of resources, teaching activities and target setting and develop a recording system for progress.

C. LEADING AND MANAGING STAFF

- i. achieve constructive working relationships and establish opportunities for the SENCO, support assistants and other teachers to review the needs, progress and targets of pupils with SEN;
- ii. provide regular information to the head teacher and governing body on the evaluation of SEN provision;
- iii. Advise on and contribute to the professional development of staff.

D. EFFECTIVE DEPLOYMENT OF STAFF AND RESOURCES

- i. advise the head teacher, S.M.T. and governing body of priorities for expenditure and deployment of staff, and utilise allocated resources with maximum efficiency;
- ii. Maintain and develop resources, co-ordinate their deployment and monitor their effectiveness in meeting the objectives of school and SEN policies.
- iii. Take on any additional responsibilities which might from time to time be determined.

The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on the school, as your employer and you as an employee. In addition to the employer's overall duties, the post holder has personal responsibility for their own health and safety and that of other employees; additional and more specific responsibilities are identified in the schools Health and Safety policy.

GENERAL:

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The postholder must be flexible to ensure the operational needs of the school are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various work places in the school.

DIMENSIONS:

All sections should be completed – if there aren't any state 'none'

1. Responsibility for Staff:

To provide leadership and support to teaching and support staff on SEN matters

2. Responsibility for Customers/Clients:

To share corporate responsibility for the well-being and discipline of all pupils.

To maintain positive relationships with parents and carers of the children

To be responsible for your own safety and that of others

3. Responsibility for Budgets:

Responsible for the SEN Budget.

4. Responsibility for Physical Resources:

Make informed use of specialist resources and oversee the usage of these.

WORKING RELATIONSHIPS:

All sections should be completed – if there aren't any state 'none'

1. Within Service Area/Section:

In carrying out these duties, to consult, where appropriate, with the Headteacher, the staff in school, parents and carers, pupils and the wider community.

2. With Any Other School Areas

Collaborate with other agencies in providing for the educational, intellectual, spiritual, moral, social and cultural wellbeing of the students and their families

3. With External Bodies to the School

Collaborate with other agencies in providing for the educational, intellectual, spiritual, moral, social and cultural wellbeing of the students and their families

ORGANISATION CHART:

Executive Headteacher

Head of School

Deputy Headteacher

Assistant Headteachers

Senior Leadership Team (including SENCO)

Teachers

Support Staff

	<i>Tick relevant level for each category</i>						Supporting Information (if applicable)
	Not applicable	Low	Moderate	High	Very High	Intense	
PHYSICAL DEMANDS: Physical Effort and/or Strain – (tiredness, aches and pains over and above that normally incurred in a day to day office environment).		x					
WORKING CONDITIONS: Working Conditions – (exposure to		x					

objectionable, uncomfortable or noxious conditions over and above that normally incurred in a day to day office environment).							
EMOTIONAL DEMANDS: Exposure to objectionable situations over and above that normally incurred in a day to day office environment.			X				

PERSON SPECIFICATION		Tick relevant column		List code/s*
The information listed as essential (the column that is shaded) is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only. <i>*Codes: AF = Application Form, I = Interview, CQ = Certificate of Qualification, R = References (should only be used for posts requiring DBS's), T = Test/Assessment, P = Presentation</i>		Essential	Desirable	How identified
1.	Qualifications:			
	Qualified Teacher Status	X		AF/CQ
	National SENCO qualification or willing to obtain within 2 years	X		AF/CQ
	Evidence of continuous professional development	X		AF/CQ
2.	Relevant Experience:			
	A track record of consistently good/outstanding classroom practice.	X		AF/R /P
	Relevant SEN experience	X		AF/I
	Familiarity with the advances that ICT is bringing to schools	X		AF/I
	Successful experience of working across key stages		X	AF/I
	Experience of working with parents and the wider community to enhance the learning process	X		AF/I
	Understanding of schools in areas of high social deprivation	X		AF/I
3.	Skills (including thinking challenge/mental demands):			
	Motivation to work with children and young people.	X		AF/I
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people.	X		AF/I
	Excellent teaching skills	X		P/R
	Contribute to senior management team decision-making in respect of issues involving pupils with SEN	X		AF/I/R
	Create and foster commitment and confidence among staff to meeting the needs of pupils with SEN	X		AF/I/R
	Provide professional direction to the work of others	X		AF/I/R
	Make appropriate judgements over issues of confidentiality	X		R
4.	Knowledge:			
	A knowledge and commitment to safeguarding and promoting the welfare of children and young people.	X		I
	Knowledge and understanding of current educational development/curriculum	X		AF/I
	Understanding and commitment to equality of opportunity	X		AF/I
	Knowledge and understanding of current SEN legislation and the application of it	X		AF/I
	Understanding of the processes to raise standards and promote progress	X		AF/I

PERSON SPECIFICATION		Tick relevant column		List code/s*
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5.	Interpersonal/Communication Skills:			
	Ability to establish professional, effective working relationships with a range of partners/colleagues and children and young people.	X		I
	Communicate effectively orally and in writing to a range of audiences	X		AF/I
	Negotiate and consult effectively	X		I/R
	Explain to pupils the objectives of any interventions	X		I/R/P
	Chair reviews, case conferences and meetings effectively	X		AF/R
	Assist in the development of the use of ICT as a means of gathering and disseminating information about pupils with SEN	X		AF/P
6.	Other:			
	Desire to work at Mountbatten primary in particular	X		I
	Commitment to providing excellent service to the school and governing body	X		AF/I
The requirements listed below are not considered during the job evaluation process, but are essential requirements for the role that will be assessed during the recruitment process.				
7.	Disclosure of Criminal Record:			
	The successful candidate's appointment will be subject to the School obtaining a satisfactory Enhanced and Barring List Disclosure from the Disclosure and Barring Service.		N/A	DBS Disclosure
	If the postholder requires a DBS disclosure the candidate is required to declare full details of everything on their criminal record.		N/A	AF(after short listing)
	If the postholder does not require a DBS disclosure the candidate is required to declare unspent convictions only.		N/A	AF(after short listing)