

POST TITLE: SENCo	GRADE: L8 – L11
RESPONSIBLE TO: Headteacher	

Responsible for: Head of Inclusion, Assistant SENCO (Admin) and Exam Access Arrangements

Purpose of role:

The SENDCO will have prime responsibility for the school’s strategic and statutory development of special educational needs (SEND) policy and provision at the school in line with current legislation and Trust direction.

They act as the point of contact for the Local Authority and represent the school at all appropriate meetings, making sure all systems support the completion of statutory paperwork. They have direct responsibility for fulfilment and delivery of EHCPs.

The SENDCO will provide professional guidance and support to the operational team led by Head of Inclusion who are working closely with staff, parents and other agencies on matters relating to Individual Support Plans.

This document is not a comprehensive definition of the post. It may be subject to modification at any time, after consultation with the post holder

Principal Accountabilities:

Strategic Leadership of SEND

- Lead the strategic development of SEND policy and provision across the school.
- Maintain a strategic overview of the graduated response, ensuring effective implementation of the Assess–Plan–Do–Review cycle and school policies.
- Contribute to whole-school strategic discussions regarding inclusion and SEND development.
- Attend cluster SENDCo meetings and relevant Trust forums.
- Keep abreast of current legislation, national initiatives and emerging best practice relating to SEND and implement in school as required
- Be a point of contact and delivery for SLT, Curriculum Leaders and Pastoral Leaders via 1-2-1s, dedicated meetings, and whole staff briefings

School-Based Responsibilities

- Ensure accurate, high-quality record keeping in line with statutory, Local Authority and Trust requirements including SEND register and referral processes
- Lead and take responsibility for all statutory processes linked to EHCPs using resources across the department where required.

- Ensure school based systems fulfill statutory compliance, including annual reviews and EHCP processes.
- Complete statutory documentation including requests for statutory assessment, health practitioner referrals and EHCP paperwork.
- Strategically deploy SEND resources including rooming and staffing allocation.
- Maximise available SEND funding and identify initiatives to enhance provision.
- Liaise with external agencies and specialist services as required for EHCPs
- Regular meetings with senior colleagues responsible for operational delivery of Individual Support Plans

Local Authority and External Partnership Responsibilities

- Liaise with the Local Authority regarding EHCP needs assessments, Annual Reviews, appeals processes and specialist placements.
- Understand and manage Local Authority SEND funding processes and ensure appropriate allocation within the school.
- Work collaboratively with neighbouring schools and professionals to ensure effective transition processes.
- Build strong partnerships with professionals and agencies beyond the school and Trust to support pupil needs.

Parent and Pupil Engagement

- Implement strategies to ensure parents and pupils are active partners in SEND processes.
- Ensure families receive appropriate information, advice and support to participate in SEND decision-making.
- Promote inclusive practice and ensure pupil voice informs planning and provision.

Whole School Organisation, Strategy and Development

- To contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's and trust's values and vision.
- To make a positive contribution to the wider life and ethos of the school and Trust
- Provide cover, in unforeseen circumstances when another teacher is unable to teach.

Health and Safety and Discipline

- In line with school policies, promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils. Managing behaviour effectively to ensure a good and safe learning environment, in line with the school's behaviour policy.

Management of Staff and Resources

- Direct and supervise support colleagues assigned to you and, where appropriate, other teachers.
- Contribute to the recruitment, selection, appointment and professional development of other teachers and support colleagues.
- Deploy resources delegated to you in accordance with School policies.

Professional Development

- Participate in the arrangements for the Personal Development Cycle and review of your own performance and, where appropriate, that of other teachers and support colleagues.
- Participate in arrangements for your own further training and professional development and, where appropriate, that of other teachers and support colleagues including induction.
- Complete all mandatory training as required by the school or the Trust.

Communication

- Communicate effectively with pupils, parents and carers, and colleagues, in accordance with the code of conduct, school ethos, policies and practices.

Working with Colleagues and other Relevant Professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school and trust.
- Develop effective professional relationships with colleagues

Data Protection and Safeguarding:

- Work within the requirements of Data Protection at all times.
- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight an issue / concern.
- Remain vigilant to ensure all students are protected from potential harm.

General:

- The post-holder will be expected to exemplify the trust values of Respect, Opportunity, Collaboration and Aspiration and demonstrate trust behaviours as outlined in “The Futura Way”.
- The post-holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties.
- The post-holder will be expected to contribute to the protection and welfare of children and young people, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- The post-holder will be required to promote, monitor and maintain health, safety and security in the workplace. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are ‘protected’ for the purposes of the ‘Exceptions’ order.
<https://www.gov.uk/government/collections/dbs-filtering-guidance> ‘

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post.

Futura Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Your suitability to work with children and young people will form part of the selection process. For this post prior to appointment, Futura Learning Partnership will apply for an enhanced disclosure certificate from the Disclosure and Barring Service.

Person Specification: Teacher	Essential (E) or Desirable (D)
Education/Qualifications	
Qualified to degree level or equivalent	E
Qualified teacher status (QTS)	E
Qualified (or working towards) SENDCO	
Experience	
Demonstrable evidence of exemplary of classroom practice	E
Strong knowledge of the national curriculum and assessment frameworks	E
Knowledge and experience of using a range of strategies to deal with pupil behaviour	E
Knowledge of recent developments in learning and teaching	E
Demonstrable experience of making a positive impact on supporting pupil progress	E
An understanding of the diverse learning and social needs of children	E
Good understanding of safeguarding issues related to working with children	E
Behaviours	
Able to demonstrate Futura values and how to live them in the workplace: <ul style="list-style-type: none"> • Behave with integrity and be worthy of trust; respecting self, others and the environment. • Work together towards shared goals and shared success • Provide experiences for growth and development • Encourage ambition, provide inspiration, challenge and support to achieve success 	E
Skills	
Excellent communication skills and interpersonal skills	E
Strong organisational and time- management abilities	E
Demonstrable ability to effectively implement adapt teaching methods	E
Ability to uphold and contribute to a positive ethos	E
Experience of working with ICT systems e.g Bromcom, Microsoft office package	D
Demonstrable experience of effectively using ICT as a teaching tool	E
Ability to inspire and motivate	E
Ability to take the initiative, be flexible and respond to change	E
Attributes	
Passion for teaching and commitment to student success	E
Commitment to continuous professional development	E
Excellent at working as part of a team	E
Resilient, determined and reliable	E
Patience and empathy for children, colleagues and others	E