

### GLF Schools - Job Description

<b>Job Title</b>	SENCO	<b>Job Reference</b>	SPRSEN22
<b>Location</b>	Springfield Primary School	<b>Travel required</b>	No
<b>Core purpose</b>			
<ul style="list-style-type: none"> <li>In partnership with the leadership team to be responsible for the strategic direction of special educational needs across the whole school, together with the ability to teach children with special educational needs.</li> </ul>			
<b>Key Accountabilities</b>			
<b>Main duties</b>			
<ul style="list-style-type: none"> <li>Oversee the day to day operation of the school's inclusion policy</li> <li>Coordinate provision for children with special educational needs</li> <li>Help in the identification of children with special educational needs and those who are intellectually advanced, teaching and supporting intervention programmes so that they are able to make rapid progress in line with the schools high educational expectations</li> <li>Liaise with and advise fellow teachers in setting targets for children with SEN</li> <li>Manage teaching assistants</li> <li>Support the Headteacher in planning and delivering support for children benefitting from the Pupil Premium</li> <li>Manage resources for SEN and make effective use of the budget for SEN</li> <li>Oversee the records of all children with special educational needs</li> <li>Liaise with parents of children with SEN</li> <li>Liaise with external agencies including the LA's support and educational psychology services, health and social services and voluntary bodies</li> <li>Keep abreast of current thinking in SEN matters and attend and deliver the relevant training</li> </ul>			
<b>Additional duties</b>			
<ul style="list-style-type: none"> <li>To positively contribute to the effective working of the school</li> <li>Providing occasional cover for teachers</li> <li>To promote high standards of behaviour and a good working ethos</li> <li>To develop effective working relationships within the school</li> <li>Assist in the offering of extra-curricular clubs for children throughout the year during lunch hours</li> <li>To contribute to the wellbeing of the pupils according to our policy</li> <li>To play a full and active part in the life of the school community, and support its ethos</li> <li>To participate in the cycle of professional development</li> <li>Maintain and actively support the schools responsibility for safeguarding children</li> <li>To undertake other reasonable tasks commensurate with the grading and level of the role</li> </ul>			
<b>Accountability</b>			
<ul style="list-style-type: none"> <li>A member of the Senior Management Team</li> </ul>			
<b>Safeguarding</b>			

GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under-represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.