



The Rainbow Multi Academy Trust Job Description

Job Title:	SENCO
Main place of work:	The Rainbow Multi-Academy Trust
Accountable to:	CEO and line manager
Salary:	Main Pay Scale M1-6 + SEN allowance
Hours:	0.6
Contract type:	Permanent

The responsibilities of the post are to be performed in accordance with this job description in addition to the provisions of the latest edition of the School Teachers' Pay and Conditions document and within the range of teachers' duties set out in that document.

Main Purpose

- Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document
- Meet the expectations set out in the Teachers' Standards
- If working in the Church School's within our MAT, teachers must uphold the Christian Ethos and values
- To carry out professional duties and to have responsibility for the SEN provision in all schools within the Multi-Academy Trust.
- To be responsible for liaising with relevant staff, external agencies and parents.
- To promote the aims and objectives of the MAT and individual school and maintain its philosophy of education.
- Develop with the SLT team effective ways of overcoming barriers to learning.
- Promote positive behaviour management and ensure an effective learning environment is achieved. Manage the SEN budget in each school.

Duties and responsibilities

Strategic Leadership

- Advise the Senior Leadership Team and Directors on the strategic development of the SEND policy and provision for the Trust schools in conjunction with other MAT schools.
- Co-ordinate the SEN provision in each allocated school and oversee the day to day management.
- To maintain a regular system of monitoring, assessment, record-keeping and reporting of children's progress and update software (SIMS)
- To prepare appropriate records for the transfer of pupils.
- Review EHCP's, IEPs and meet with staff and parents to discuss plans.
- Building case studies as profiles for pupils.
- Manage the data for the SEN pupils, monitoring and evaluating performance against schools within the Trust, local and national performance indicators.
- Monitor the quality of teaching and learning in line with the schools SEF and School Development Plan.
- To plan opportunities to develop the social, emotional and cultural aspects of pupils' learning.
- To organise and manage groups or individual pupils ensuring differentiation of learning needs, reflecting all abilities.
- To monitor and respond to inclusion initiatives at local, regional and national level and keep up to date with national developments regarding SEND.
- To liaise with SENCO existing networks locally and regionally in order to publish the local offer.
- To ensure that school and trust policies are reflected in daily practice.
- To continue professional development, maintaining a portfolio of training undertaken.
- To promote equality as an integral part of the role and to treat everyone with fairness and dignity.
- To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health and Safety policy and any school- specific procedures / rules that apply to this role.
- To undertake risk assessments for individual children as and when required.
- To attend SLT meetings as and when required.
- To attend Local Governing Body and Director meetings as and when required.

- To attend and work with multi-agency meetings as and when required.
- Provide reports for meetings and ensure statutory returns are completed.
- Any other duties reasonably requested of you by the Executive Principal and Line Manager.

Personnel management

- Responsible for the efficient and effective management and deployment of all SEN staff across the allocated schools. This may include, where appropriate, carrying out appraisals on staff annually.
- Identify training and development needs for staff across the trust, organise and programme training when required.
- Able to set up and run training sessions for INSET when required.
- Be part of the recruitment process for SEN staff as and when required and provide induction for all new SEN staff.
- Promote and maintain effective relationships with pupils, parents, staff and external agencies.

Health, safety and discipline

- 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

Professional development

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching
- Where appropriate, take part in the appraisal and professional development of others

Communication

- Communicate effectively with pupils, parents and carers

Working with colleagues and other relevant professionals

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

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality

- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

The teacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out.

The postholder may be required to do other duties appropriate to the level of the role, as directed by the head or line manager.

Person specification

Criteria	Qualities	
	Essential	Desirable
Qualifications and experience	<ul style="list-style-type: none"> • Qualified teacher status • SENCO Qualification or willingness to commence this qualification within the first year of appointment 	<ul style="list-style-type: none"> • Further relevant training and qualifications
Experience	<ul style="list-style-type: none"> • Commitment to SEND • Management and development of the curriculum • Team management experience • Evidence of working with external agencies • Manage efficient admin and monitoring systems including data • Demonstrate vision, clarity of purpose and team building • Monitoring and evaluating areas of performance 	<ul style="list-style-type: none"> • Working across a number of schools
Skills and knowledge	<ul style="list-style-type: none"> • Ability to build effective working relationships with pupils • Knowledge of guidance and requirements around safeguarding children • Knowledge of effective behaviour management strategies • Good organisational skills • Excellent attention to detail • Excellent communication skills, written and verbal • Able to implement new strategies and monitor impact • Ability to problem solve under 	<ul style="list-style-type: none"> • THRIVE/Trauma Informed trained

	<p>pressure</p> <ul style="list-style-type: none"> • Ability to design the role of a SENCO for multiple schools • Good ICT skills, particularly using ICT to support learning 	
Personal qualities	<ul style="list-style-type: none"> • A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school • High expectations for children's attainment and progress • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality • In the Church Schools the candidate must be able to uphold the Christian Ethos and Values 	

This job description may be amended at any time in consultation with the postholder.