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**Impington Village College**

**Job Description**

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| Name of Post Holder: |  |
| Post Title: | SENCO |
| Reporting to: | Assistant Principal |
| Responsible for: | The day-to-day operations of the SEN policy and co-ordination of specific provision to support pupils with SEN or a disability  Providing professional guidance to colleagues and working closely with staff, parents and other agencies |
| Working time: | 37 Hours Per Week+ TTO + 5 training days |
| Salary/Grade: | L3 – L7 |
| Location: | Impington Village College is part of the Eastern Learning Alliance Trust. The normal place of work will be based at Impington Village College |
| Disclosure Level: | Full Enhanced DBS |

1. **Main Purpose of the Role**

* Under the reasonable direction of the Principal, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD)
* Identify, support and ensure appropriate progression for students with SEN and any identified additional needs
* To be responsible for day to day management of SEN and any Intervention Programmes
* Monitor and evaluate the work of the teams and be accountable for the quality of provision
* Monitor student standards and achievement against annual targets by ensuring the effective use of data by all ‘teams’
* Develop and enhance the teaching practice of others to ensure a quality, inclusive learning environment
* Ensure the provision of an appropriately broad, balanced, relevant and personalised curriculum for all students, particularly those with identified needs
* Ensure all students receive high quality provision appropriate to their needs
* To be responsible for safeguarding and promoting the welfare of students and to ensure that teaching and learning takes place in a safe environment.

1. **Teaching**

* To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
* To develop teaching practice and expertise in accordance with the Professional Standards for Teachers

1. **Operational/Strategic Planning**

* To work with colleagues to develop the strategic development of SEN in order to raise the achievement of all students with identified needs.
* To work with colleagues to formulate aims, objectives and strategic plans related to SEN which has coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the College.
* To advise, support and offer guidance to subject teachers in removing barriers to learning and differentiating the curriculum appropriately.
* Monitoring and evaluating SEN provision in relation to the impact and outcomes for students’ learning and well-being
* Day-to-day management, control and operation of provision within the SEN team.
* Acting as a ‘lead professional’ in co-ordinating services for students special educational needs including oversight of Statement Reviews.
* To work with and through other professionals to secure the commitment of the wider College community towards SEN.
* To be accountable for developing effective ways of overcoming barriers to learning and sustaining effective teaching through the analysis and assessment of students’ needs by monitoring the quality of teaching and standards across the College.
* To link with the relevant leaders within the Faculty to ensure that their work fully reflects the SEN Code of Practice.
* To implement College policies and procedures and to ensure that Health and Safety policies and practices, including Risk Assessments, throughout the team are in-line with national requirements and are updated where necessary, therefore liaising with the College’s Health and Safety Officer.

1. **Curriculum Development**

* To keep up to date with national developments in the area of SEN and teaching practice and methodology.
* To establish common standards of personalised practice across the College and in collaboration with Faculty Leaders to develop effective inclusive teaching and learning styles.

**5. Staffing**

* To work with the SEN Department/Assistant Principal/s to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
* To continue own professional development as agreed with line manager
* To undertake Performance Management Review(s) and to act as reviewer for a group of staff within the designated team.
* To participate in the interview process for teaching/non-teaching posts when required and to ensure effective induction of new staff in line with College procedures.
* To promote teamwork and to motivate staff to ensure effective working relations.
* To participate in the College’s trainee/ECT programme.
* To oversee the day-to-day management of staff within the SEN team and act as a positive role model.

1. **Quality Assurance**

* To ensure the effective operation of quality control systems.
* To establish the process of the setting of targets within the teams and to work towards their achievement.
* To contribute to the College procedures for lesson observation.
* To monitor and evaluate SEN and Intervention in line with agreed College procedures including evaluation against quality standards and performance criteria.
* To seek/implement modification and improvement where required.
* To ensure that the team’s quality procedures meet the requirements of Self Evaluation and the College Improvement Plan.

1. **Management Information**

* To ensure the maintenance of accurate and up-to-date information concerning the department on the management information system.
* To make use of analysis and evaluate performance data provided.
* To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
* To provide the Governing Body with relevant information relating to the team’s performance and development.

1. **Communications and Liaison**

* Liaise with individual teachers and Faculties in relation to the teaching, learning and development of inclusive practice for SEN students.
* Promote collaborative partnerships with special and mainstream schools.
* To ensure that all members of the team are familiar with the aims and objectives.
* To ensure effective communication/consultation as appropriate with the parents of students.
* Develop and maintain effective partnerships with other schools, services, LA and other significant community partners.
* To lead the development of links with partner schools and the community, attendance where necessary at liaison events and the effective promotion of the team at Open Evening and other events.
* To contribute to the planning and delivery of College liaison activities.

1. **Management of Resources**

* To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.
* To work with the appropriate Vice-Principal in order to ensure that the team’s teaching commitments are effectively and efficiently time-tabled and roomed.

1. **Pastoral System**

* To help to monitor student attendance together with students’ progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
* To monitor and support the overall progress and development of identified students experiencing additional challenges/barriers, and/or who are vulnerable
* To contribute to PD, citizenship and enterprise according to College policy.
* To ensure the Behaviour Policy is implemented in the team so that effective learning can take place.

1. **Safeguarding**

* Be a designated Safeguarding Lead on site
* Be aware of safeguarding and promoting the welfare of children and vulnerable adults and to report any concerns in accordance with the Trust’s Safeguarding/Child Protection policies
* Undertake regular safeguarding/child protection/adult protection training as required by the Trust
* Report any concerns in accordance with the Trust’s safeguarding/Child protection policies

1. **Trust Ethos**

* To play a full part in the life of the Eastern Learning Alliance Trust and College community, to support its distinctive vision and ethos and to encourage staff and students to follow this example.
* To support the Trust in meeting its legal requirements for worship.
* To promote actively the Trust’s corporate policies.
* To comply with the Trust’s Health and Safety Policy and undertake risk assessments as appropriate.

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| Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. |

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The College will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

**Signatures**

Post Holder: ……………………………………………………. Date: ……………………………

January 2022