

Job Description –SENCo

Job title	SENCO
Grade	MPS/UPS TLR 1A
Responsible to	SENCO
Responsible for	The learning of students, their well-being and their ongoing achievement in all teaching groups
Effective from	January 2022

Summit Learning Trust Mission Statement

Strength through diversity
Ambition through challenge
Excellence through curiosity

General responsibilities and duties:

- To carry out the professional duties as reasonably requested by the Principal.
- To be a consistently 'good' and often 'outstanding' teacher who meets the relevant set of personal professional standards for the specific pay phase, and takes responsibility for personal professional development.
- To act as a role-model for students and other members of staff and represent the school in a manner consistent with its ethos and values.
- To ensure that all work with students underpins and promotes the school's ethos and values as reflected in the mission statement of the Summit Learning Trust.
- To promote and safeguard the welfare of all students at Ninestiles School, Summit Learning Trust.

Specific Duties:

Main purpose of the post

The post holder's principal accountability will be to:

- To implement, monitor and evaluate the effectiveness of a range of tracking tools and systems that capture the incremental stages of academic, social and emotional progress and disseminate quantitative and qualitative findings to key staff
- Deliver and model teaching and learning to a high standard for staff, offering practical support and advice enabling them to Implement high quality provision to pupils with SEND.
- Offer support and advice to teaching assistants and learning mentors enabling them to offer high quality provision to pupils with an education health care plan
- Coordinate the schools' responsibilities in evidencing the graduated approach during the statutory assessment process, with a view to ensuring that pupils with a high level of need obtain an educational health care plan
- Oversee the day to day operation of the school's inclusion policy

Professional responsibilities

- Coordinating and monitoring high quality provision for children with SEND
- Maintaining the Special Educational Needs Register, Provision Map and keeping precise data on pupils with Special Educational Needs
- Ensuring that information required for statutory assessments is completed to a high standard and forwarded to the Local Authority within externally set timeframes
- Coordinating the organisation of target setting and one page profiles, meeting with teachers and support staff each term to review progress
- Organising and implementing Annual Reviews for all pupils with education health care plans
- Working alongside the Trust SENCO and Vice Principals to maintain and monitor high quality intervention programmes to assist lower performing pupils to meet the national performance standard for their age
- Supporting the professional development of staff by delivering high quality bespoke INSET on aspects of special educational needs and monitoring effectiveness in collaboration with other leaders
- Teaching individuals and groups of pupils with SEND who require very specific, targeted additional provision and ensuring they achieve success
- Overseeing purchasing, and effective use, of SEND resources across the school
- Appropriately deploy and line manage teaching assistants
- Working alongside colleagues across the Summit Learning Trust to ensure collaborative practices regarding SEND are adopted
- Upholding positive partnerships with parents/carers of children with SEND
- Liaising with external agencies including LA's support and educational psychology
- Keeping abreast of current thinking in SEND matters, attend relevant training and local network meetings
- Any other appropriate and reasonable activity as may be directed from time to time by the Principal

Delegated Responsibilities

- Holding and articulating clear values and moral purpose, focused on providing a world class education for our pupils
- Demonstrating optimistic personal behaviour, positive relationships and attitudes towards our pupils and staff, and towards parents, governors and members of the local community
- Leading by example – with integrity, creativity, resilience, and clarity – drawing on their own scholarship, expertise and skills, and that of those around them
- Sustaining wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursuing continuous professional development
- Communicating compellingly the schools vision and driving the strategic leadership, empowering all pupils and staff to excel

Working with staff & other adults

- Attend meetings as requested.
- Establish clear and constructive working relationships with other staff in the team.
- Establish good working relationships and practices, focused on maximising progress, with allocated teaching assistants.

- Establish a partnership with parents to involve them in their child's learning, as well as providing information about curriculum, attainment, progress and targets as required.

General

- Oversee the development and organisation of any relevant extra-curricular activities and visits which extend learning beyond the classroom.
- Be open to the possibilities of outreach work within Summit Learning Trust.
- Any other appropriate and reasonable activity as may be directed from time to time by the Principal.

Notes

- The above responsibilities are in accordance with the requirements of the Education Act 2002 and statutory orders in terms and duties and working time.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post-holder.

Job description issued by the Principal:	
Copy received by:	
Date:	