

Job Description – Paddock Wood Primary Academy



Paddock Wood
Primary Academy

Role: SENCo

Academy Base: Paddock Wood Primary Academy , Kent

Hours: Part Time 0.6

Salary: Leigh Pay Spine (linked to MPS) and TLR dependent on experience

Responsible to: The Principal

General Duties:

To carry out the professional duties of a teacher as circumstances may require and in accordance with the academy policies, working to the Core Standards for Teachers and the Conditions of Employment as set out in the School Teachers' Pay and Conditions Document.

Professional Duties:

- To contribute to a positive ethos in which all pupils have access to a broad, balanced and relevant curriculum which meets their needs
- To have high expectations of the pupils including a commitment to ensuring they can achieve their full educational potential
- To maintain an up to date knowledge and understanding of the professional duties of teachers and the statutory framework within which they work
- To work as part of the academy team in carrying out self-assessment activities to support the self evaluation and improvement planning processes.
- To be aware of and comply with policies and procedures relating to Child Protection, Health and Safety, Security, Equal Opportunities and Confidentiality, reporting all concerns to an appropriate person to ensure pupils' wellbeing
- To have a good, up to date working knowledge and understanding of a range of teaching, learning and behaviour management strategies.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

Role Specific Duties:

- Lead and manage all aspects of Inclusion, attendance and pastoral care
- Lead, coordinate, monitor, record, analyse and report on provision for children with SEN and other additional needs. Pupil attendance and pastoral care
- Lead, coordinate, monitor, record, analyse and report on provision for Looked-after Children
- Keep up to date with current educational practice and provide training in order to implement appropriate initiatives within the academy
- Where appropriate, provide training and development for staff on the principles of effective SEND teaching, learning, assessment and addressing the specific needs of all pupils
- To identify and adopt the most effective teaching approaches for pupils with special educational needs
- To support the monitoring of the quality of SEND teaching and learning and LSA led interventions
- Prepare and present informative reports for parents and other Stakeholders as required
- To develop all necessary documentation, annual reviews including policies and share with Stakeholders
- Meet statutory responsibilities for EHCPs and their Annual Review
- To support the professional development of all staff, through identifying professional development needs linked to inclusion, where appropriate or delegated, leading or coordinating professional development

In addition, tasks may need to be completed as requested by the Leadership of the Academy within the directed time working of the post holder. This job description will be reviewed on an annual basis as part of the Performance Management process and may be amended where necessary.

Person Specification - Inclusion Manager

	Essential	Desirable
Qualifications	• Qualified Teacher Status • Evidence of recent professional development relevant to the position • Have gained or be prepared to work towards the National Award for SEN coordination	• Commitment to own learning and continuing professional development • Commitment to joint practice development
Experience	• Leadership in raising standards of learning and teaching in one or more key stages • Experience of effective involvement with parents and governors • Experience of working with a range of outside agencies • Working with children with a range of SEND	• Successful leadership and management within a school or other educational setting • At least five years varied teaching experience, preferably in more than one school and more than one key stage • Involvement in the implementation of whole school initiatives • Experience of working with 'hard to reach parents/carers'
Skills and Capability	• Proven to be highly effective in all aspects of their practice and therefore able to lead by example • Ability to analyse, understand and interpret pupil achievement data • Ability to lead and work in a team • Ability to find solutions • Ability to inspire and motivate others • Ability to influence the quality of learning and teaching of others • Good communication skills at all levels • Good organisational and time management skills • Confident user of ICT and school based systems	• Experience of multi-agency working

Knowledge and Understanding	• Knowledge of relevant legislation and the new code of practice. • Thorough grasp of current educational issues, particularly in relation to this post. • Knowledge and understanding of successful links between schools, especially partner academies	
------------------------------------	--	--

Professional Values	• High expectations of everyone • Commitment to improving outcomes for children • Belief that learning should be engaging, experiential and relevant • Aspire to and strive for excellence • Commitment to the personal welfare and safeguarding of all children	• Support for an enriched curriculum through out of hours learning and educational visits
Personal Characteristics	• Display a clear passion for learning • Display warmth, care and sensitivity in dealing with children and adults • Be open minded, self-evaluative and adaptable to changing circumstances and new ideas • Be able to enthuse and reflect upon experience • Show willingness to be involved in the wider life of the school • Have the ability to work flexibly and autonomously • Be able to prioritise • Demonstrate good interpersonal/ communication skills • Maintain a positive mindset and good humour • Discretion • Self-motivated and resilient	• Demonstrate a commitment to environmentally-friendly and sustainable working practices • Show willingness to engage with the opportunities for learning presented by the locality • Show insight into what is important in our school • Use personal interests and enthusiasms to enrich the school community