

### JOB DESCRIPTION

<b>Job Title:</b>	SENCo	<b>Job Ref:</b>	FC047
<b>Reports To:</b>	Deputy Headteacher Community Development and Wellbeing	<b>Location:</b>	Foundry College
<b>Grade:</b>	MPS/UPS	<b>Salary Range:</b>	MPS/UPS
<b>Employment Status:</b>	Permanent	<b>Hours of Work:</b>	0.6
<b>College Vision:</b>  Foundry College is committed to: <ul style="list-style-type: none"> <li>• excellence that inspires learning, achievement and enjoyment for all</li> <li>• supporting all learners to fulfill their potential in a challenging and safe environment</li> <li>• promoting respect, nurturing the positive and developing skills for life</li> </ul>			
<b>Job Purpose</b> <ul style="list-style-type: none"> <li>• To work closely with the Headteacher and colleagues in the strategic development of the school's Special Educational Needs (SEN) pupils i.e. <ul style="list-style-type: none"> <li>○ Pupils with EHCPs</li> <li>○ Pupils identified as being higher attainers</li> <li>○ Pupils with identified learning difficulties</li> <li>○ Pupils with identified behavioural problems</li> <li>○ Pupils who are new to English or have English as an Additional Language</li> </ul> </li> </ul>			
<b>Main Responsibilities</b>  The SENCO supports the Headteacher and the SLT in formulating, implementing and monitoring an agreed vision for the college, and in ensuring the smooth running of the college and the creation of a happy, effective working environment. The role will include the leadership and management of the following specified areas of responsibility: <ul style="list-style-type: none"> <li>• Take overall responsibility for provision for pupils with Special Educational Needs with a good understanding of the SEN Code of Practice.</li> <li>• SEND policy / Local Offer compliance, implementation and review.</li> <li>• Ensure all Medical/vulnerable and SEND pupils within the College have a provision plan which is followed and monitored from their ILPs which is then reviewed every 6 weeks at Education Reviews.</li> <li>• Work alongside the Access Arrangements Assessor for exams (college and external exams) for pupils who are entitled to extra time, reading assistance and scribing.</li> </ul>			

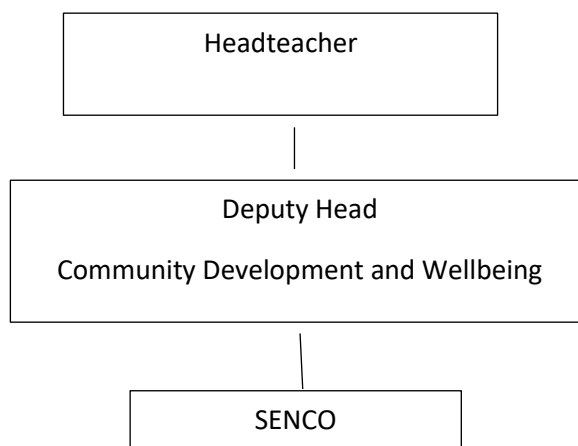
- Liaise with schools, parents/carers and other agencies as required.
- Provide strategic direction with regards to SEN provision across the College.
- Ensure smooth transition of SEND pupils being admitted to the College.
- Ensure the smooth transition of SEND pupils leaving College.
- Ensure awareness of SEND issues is maintained across all of the teaching & learning staff.
- Support the identification of and disseminate the most effective teaching approaches for pupils with SEND
- Work with colleagues to develop effective ways of bridging barriers to learning through assessment of needs, monitoring of teaching quality and pupil achievement, target setting including ILPs
- Set up systems for identifying, assessing and reviewing provision for pupils on the SEND Register and maintain an up to date provision map which is followed and monitored from their ILPs which is then reviewed every 6 weeks at Education Reviews.
- Ensure that robust and timely systems are in place for submitting and attaining Educational Health and Care Plans
- Effectively lead all staff through quality training and modelling to establish essential Inclusion practices
- Report regularly to the Line Manager on the effectiveness of provision for those on the SEND Register
- Ensure all members of staff recognise and fulfil their statutory responsibilities to pupils on the SEND Register
- Identify resources needed to meet the needs of pupils on the SEND Register

#### PERSON SPECIFICATION:

Qualifications:	Essential	Desirable
Degree or Equivalent	√	
Qualified Teacher Status	√	
Evidence of on-going CPD	√	
National Award for SEN Qualification	√	
Experience:		
Experience of working in a range of schools		√
Evidence of leadership experience and line management of others	√	
Demonstrable experience of and impact on school improvement	√	
Demonstrable experience of analysing data to support intervention strategies	√	
Significant experience of working with pupils with challenging behaviour/s	√	
Demonstrable experience of working with pupils with SEND	√	
Experience of working with a range of agencies	√	

<b>Personal and Professional Skills and Attributes:</b>		
Proven track record of leading whole school improvement resulting in significantly increased attainment	√	
Capacity to challenge teams and individuals to improve performance	√	
Ability to lead, motivate and inspire teams and whole staff	√	
Capacity to work alongside colleagues, coaching and advising to improve performance	√	
Ability to use ICT to support both the curriculum and the work of the College	√	
Highly effective communication skills which engage pupils, parents, carers, staff, Management Committee, external agencies and the wider community	√	
Ability to develop and lead high quality professional development activities	√	
Ability to lead on a whole school project or initiative	√	
Ability to network effectively and represent the College in the wider community, public and professional	√	
Ability to effectively use knowledge of current educational management , curricular issues, recent reports and legislation		√
Must have a clear strategic vision for inclusion and a commitment to continuous improvement	√	
Personable, approachable, whilst still inspiring respect and personal and professional credibility	√	
Ability to work under pressure whilst maintaining a positive and creative attitude	√	
To be resilient & have a sense of humour!	√	

### Organisation Chart



**All college staff are expected to:**

- Meet the relevant National Standards for Teachers in addition to the job description detailed in this document
- Work towards and support the college vision and current college objectives as outlined in the College Improvement Plan
- Support and contribute to the college's responsibility for safeguarding pupils
- Work within the college's health and safety policy to ensure a safe working environment for staff, pupils and visitors
- Work within the Diversity Policy to promote equality of opportunity for all pupils and staff, both current and prospective
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents and colleagues
- Engage actively in the performance review process
- Undertake other reasonable duties related to the job purpose required from time to time

**Additional Information**

- Foundry College is committed to safeguarding children and promoting the welfare of children and young people / vulnerable adults and expects all employees, workers and volunteers to share this commitment. We will ensure all our recruitment and selection practices reflect this commitment.
- This post is subject to an Enhanced DBS check. As with all posts, the successful applicant will be required to provide proof of their right to work in the UK and, if they have lived abroad, overseas police clearance/s will need to be sought.
- As part of the pre-employment checks that are undertaken for this role, you will be asked to complete a Pre-Employment Medical Questionnaire. The questionnaire is confidential, and is screened by our Occupational Health Department, who will ensure that you are medically fit for this role before being formally offered the position.
- You must be able to meet the travel requirements of the post
- CVs will not be accepted.

This job description should be seen as enabling rather than restrictive and will be subject to regular review.