

CHANCERY EDUCATION TRUST

Job Description & Person Specification

Chancery Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Job Title:	SENCo
Line Management:	Executive Headteacher/Headteacher/Head of School/Principal

Key Functional Relationships
<ul style="list-style-type: none">• CEO• Executive Headteacher/Headteacher/Head of School/Principal and Strategic Leadership and Management Team• All Teaching and Support Staff• Students and Parents• Local Governing Board• Consultants and Advisors• External Bodies

Generic Responsibilities:
<ul style="list-style-type: none">• To commit to the Trust aims for safeguarding and promoting the welfare of children and young people• To work with the leadership team and all staff to establish a thriving, high achieving learning community• To work collaboratively in order to renew, develop and share the vision for the Academy/School and the Learning Community• To be committed to continuous professional development relevant to the post including national development, personal training needs and supporting future career development• To exhibit professional attitudes and encourage professional attitudes amongst all staff• To contribute, at the appropriate level, to the development, monitoring, evaluation and review of the Academy/School's work• To attend relevant meetings and to attend committees or working parties at whole Academy/School level, when required• To encourage and foster active and constructive links with parents and members of the wider community• To develop and maintain effective and positive working relationships with all partners and community organisations• To promote and support the extra-curricular provision• To commit to race and gender equality and opportunities for all• To be aware of, adhere to and promote policies, procedures and codes of conduct ensuring you adhere to updates and amendments• The willingness and ability to be deployed in any Academy/School within the Trust as the need arises• To undertake any other duties commensurate with the post, as directed• To uphold standards in public life

G.S.S. JD/PS SENCo

Updated May 2024

Chancery Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Shared Responsibilities

- To be an outstanding practitioner adept at disseminating educational best practice
- Monitor the quality of learning experienced by learners accessing the mainstream classes liaising with Heads of Years, staff and pupils
- Provide guidance, training and encouragement of teachers and support staff
- To create, develop and sustain a vibrant, stimulating, and creative provision which stimulates and challenges pupil interest
- To advise and support the Executive Headteacher/Headteacher/Head of School/Principal ensuring that information is communicated clearly
- To assist the Strategic Leadership Team in creating a culture of achievement and success by personal example and leadership
- To participate in whole Trust and planning, policy making and strategic thinking
- To develop working links with relevant external agencies, business and other institutions

With other members of the Strategic Leadership Team:

- To act as an appraiser and mentor to staff
- To participate in and support staff on duty rotas
- To support staff regarding matters of pupils' behaviour and discipline
- To assist with the organisation of annual, termly and day to day routines and with arrangements for special occasions
- To support promote and encourage school activities
- Develop constructive relationships and communicate with other agencies/professionals
- Participate in training and other learning activities and performance development as required and be able to recognise strengths and share areas of expertise and skills with others and advise as appropriate

Specific Responsibilities

- To ensure the Academy practice is compliant with the SEND Code of Practice (2014) subsequent updates and other relevant statutory requirements
- To have overall responsibility for adhering to statutory requirements for pupils with SEND, including leading and preparing for annual reviews, consultations and writing SEND reports & policies
- To work with the Leadership Team within the academy ensuring an ethos of inclusion and a culture of high aspirations for pupils with SEND
- To ensure that the provision of SEND support is in accordance with the aims of the school and the curricular policies determined by the Headteacher/Principal and the Local Governing Board.
- To work with the Leadership team ensuring the implementation of the Academy SEND Policy
- To be responsible for maintaining Academy SEND profiles, ensuring that they are always up-to-date and an accurate picture of pupil SEND need across the Academy
- To be responsible for the accurate identification of SEND need across the Academy, ensuring a rigorous and thorough assessment process
- To be a role model with regard to High-Quality Teaching within your own teaching practice
- To be responsible for the embedding of High-Quality Teaching across the Academy for pupils with SEND
- To be responsible for the Academy SEND Offers, ensuring high quality targeted interventions enabling students with SEND to make better progress
- In consultation with the Academy Leadership Teams, provide a programme of professional development with regard to SEND, that ensures all staff have the knowledge, skills and understanding to plan teaching and learning effectively and enable students with SEND to make at least expected progress
- To be responsible for tracking the progress of students with SEND, using a wide range of Academy data relating to progress, attainment, referrals, and attendance to identify barriers to learning
- To deploy staff and resources according to the needs of pupils with SEND
- To write a termly report to the Local Governing Board on progress and developments
- To develop and maintain effective links between partner infant & secondary schools
- Input to the School Development Plan and the Self Evaluation Form to reflect SEND practice
- Lead and manage the team of staff within SEND department and staff and teacher in SEND
- To work alongside the SLT as a lead curriculum manager for children within the SEND cohort, and work proactively and independently to secure the best possible support and management strategies in relation to curriculum development for pupils supported by an EHCP

Notes

The above responsibilities are subject to:

- This Job description can be amended at any time after consultation between the post holder and the Executive Headteacher/Headteacher/Head of School/Principal
- It is likely that the responsibilities above could change as the strategic leadership and management team develops

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The Trust 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.

CHANCERY EDUCATION TRUST

Job Description & Person Specification

Chancery Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Person Specification		
Key Areas	Essential Attributes	Desirable Attributes
Education/Training & Qualifications	<ul style="list-style-type: none"> • QTS (Qualified Teacher Status) • A higher degree or further professional qualifications • Relevant training, experience, and qualifications (the National Qualification for SENCO's or equivalent), or a willingness to complete it within 3 years of appointment • Experience of leading/working with children in Mainstream SEND • Proven track record in raising standards 	
Professional Knowledge, Understanding and Skills	<ul style="list-style-type: none"> • Sound knowledge of the SEND Code of Practice • Experience of working at a whole-school level • Strong evidence of continuous and ongoing professional development and recent and relevant training • A specialism in SEND that can be offered to widen the opportunities for the children and the community of the school & Trust • Safeguarding issues and current legislation 	
Specific Knowledge, Understanding and Skills	<ul style="list-style-type: none"> • Ability to plan and evaluate interventions • Data analysis skills and the ability to use data to inform provision planning • Effective communication and interpersonal skills • Ability to build effective working relationships • Good record-keeping skills • Commitment to getting the best outcomes for pupils and promoting the ethos and values of the school • The ability to both lead and be an integral part of teams of varying types 	

G.S.S. JD/PS SENCO
Updated May 2024

Chancery Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Curriculum	<ul style="list-style-type: none"> • The ability to show knowledge of child development theory and demonstrate its impact on curriculum development • A talented, successful, and outstanding classroom practitioner 	
Professional Values	<ul style="list-style-type: none"> • Commitment to safeguarding and equality • Maintain appropriate levels of confidentiality with regards to school business • A commitment to be fully involved in the extra-curricular life of the school 	
Personal	<ul style="list-style-type: none"> • Flexibility and willingness to learn • Strong interpersonal skills • Effective communication and presentation skills • The ability to work under pressure and meet deadlines • The ability and determination to make things happen 	