



# SHOEBURYNES HIGH SCHOOL

## JOB DESCRIPTION

**Job Title:** SENCO

**Responsible To:** Headteacher and Senior Line Manager

**Liaison With:** Stakeholders appropriate to the post

### Duties and responsibilities

- Strategic development of the SEND policy and provision
- Have a strategic overview of provision with SEND or a disability across the school, monitoring and reviewing the quality of provision
- Contribute to school self-evaluation, particularly with respect to provision for students with SEND or a disability
- Ensure the SEND policy is put into practice, and that the objectives of this policy are reflected in the school improvement plan
- Maintain an up-to-date knowledge of national and local initiatives which may affect the school's policy and practice
- Evaluate whether funding is being used effectively and propose changes to make use of funding more effective.

### Operation of the SENCO policy and co-ordination of provision

- Maintain an accurate SEND register and provision map
- Provide guidance to colleagues on teaching students with SEND or a disability, and advice on the graduated approach to SEND support
- Advise on the use of the school's budget and other resources to meet students' needs effectively, including staff deployment
- Be aware of the provision of the local offer
- Work with other schools, educational psychologists, health and social care professionals, and other external agencies
- Be a key point of contact for external agencies, especially the local authority
- Implement and lead intervention groups for students with SEN, and evaluate their Effectiveness
- Analyse assessment data for students with SEND or a disability

### **Support for students with SEND or a disability**

- Identify a student's SEND
- Co-ordinate provision that meets the student's needs, and monitor its effectiveness
- Secure relevant services for the student
- Ensure records are maintained and kept up to date
- Review the education, health and care plan with parents or carers and the student
- Communicate regularly with parents or carers
- Ensure that if the student transfers to another school, all relevant information is conveyed to it, and support a smooth transition for the student
- Promote the student's inclusion in the school community and access to the curriculum, facilities and extra-curricular activities
- Work with the Designated Teacher for Looked After Children, where a looked-after student has SEND or a disability
- Ensure access arrangements for examinations are planned and implemented.

### **Leadership and management**

- Work with the headteacher and governors to ensure the school meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements
- Ensure compliance with the SEND Code of Practice 2014
- Prepare and review information the governing body is required to publish
- Contribute to the school improvement plan and in line with the SECAT strategic plan
- Identify training needs for staff and how to meet these needs
- Share procedural information, such as the school's SEND policy
- Promote an ethos and culture that supports the school's SEND policy and promotes good outcomes for students with SEND or a disability
- Lead INSET for staff.

### **General Duties**

- 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
- To ensure that all administrative duties, checks, documentation, reports and returns are completed accurately and submitted within required deadlines
- To deal with correspondence promptly and as required
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- To ensure that all Trust policies and procedures are followed

- To ensure that all duties and services provided are in accordance with the Trust's Equal Opportunities Policy and practices in respect of both employment issues and the delivery of services to the community
- To ensure that all duties and services provided are in accordance with the Trust's Data Protection Policy and practices and reporting to the DPO any concerns or requests
- To undertake any training commensurate to the post and attend relevant meetings as required by the Trust and in line with the Trust's policies and practices.

## Person Specification

Category	Essential	Desirable
<b>Qualifications and experience</b>	<ul style="list-style-type: none"> <li>• A graduate with Qualified Teacher Status</li> <li>• National Award for SEND Co-ordination</li> <li>• CCET and AAC or CPT3A – for access arrangements testing – or willingness to undertake the course</li> <li>• Able to show evidence of continuous professional development at a level appropriate to the post</li> <li>• Experience of senior leadership with a proven track record of impact</li> <li>• At least 3 years teaching experience</li> <li>• Experience of working at a whole- school level</li> <li>• Involvement in self-evaluation and development planning</li> <li>• Experience of conducting training/ leading INSET</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of senior leadership within a large secondary school</li> <li>• Experience of working with students and families from a wide range of social-economic backgrounds</li> <li>• Experience of multi-agency working</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Thorough knowledge of the SEND Code of Practice</li> <li>• Understanding of what makes 'quality first' teaching, and of effective intervention strategies</li> <li>• Ability to plan and evaluate interventions</li> <li>• Data analysis skills, and the ability to use data to inform provision planning</li> <li>• Effective communication and interpersonal skills</li> <li>• Ability to build effective working relationships with all stakeholders</li> <li>• Ability to influence and negotiate</li> <li>• Good record keeping skills.</li> <li>• Knowledge and understanding of equal opportunities and inclusion issues</li> <li>• Set standards for staff and students by personal example of hard work</li> <li>• Commitment to meeting the needs of students and parents and a high level of professionalism in manner and organisation</li> <li>• Demonstrate ability to plan, lead, motivate, develop, and inspire staff, and to manage change effectively</li> <li>• Ability to inspire confidence and work effectively with school staff, Trust colleagues, students, parents, and other stakeholders</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Commitment to getting the best outcomes for students and promoting the ethos and values of the school</li> <li>• Commitment to equal opportunities</li> </ul>	

	<p>and securing good outcomes for students with SEND or a disability</p> <ul style="list-style-type: none"><li>• Ability to work under pressure and prioritise effectively</li><li>• Commitment to safeguarding and equality</li><li>• Resilient</li></ul> <p>Sense of humour</p>	
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