JOB ROLE: SENCO

CONTRACT HOURS: **1.0 FTE**

**SALARY: Academy Teaching Pay Scales**

RESPONSIBLE TO: **Head of City & Coastal College**

### GENERAL RESPONSIBILITIES:

* To ensure that City & Coastal practice is compliant with the SEND Code of Practice (2014) and other relevant statutory requirements
* To work with the Head of City & Coastal and Deputy Head ensuring the implementation of our SEND Policy
* To ensure that the provision of SEND support is in accordance with our aims and policies
* To maintain the City & Coastal SEND profile, ensuring that it is always up-to-date and accurate
* To be responsible for the accurate identification of SEND need across the College, ensuring a rigorous and thorough assessment process
* To be responsible for our SEND offer, ensuring high quality targeted interventions enabling students with SEND to make better progress
* In consultation with the Head and Deputy Head of City & Coastal College, to provide an effective programme of professional development with regard to SEND
* To be responsible for tracking the progress of students with SEND

* To deploy staff and resources according to the needs of SEND students
* To feedback on progress and developments during the bi weekly leadership meetings.
* To provide parental training and support for emerging and existing SEND needs
* Undertake any other reasonable duties which are commensurate with post and grade, as directed by the Head of Centre

**PERSON SPECIFICATION**

* QTS (or equivalent) and an undergraduate degree
* Hold NASENCO qualification
* SEN experience in a secondary school
* The vision to develop the SENCO role within City & Coastal College

**Appraisal**

* To take responsibility for their own professional development and the appraisal process.
* To maintain a professional portfolio.

**Continued professional development**

* To identify areas for further development and engage fully in the CPD programme of The Canterbury Academy.

### HEALTH & SAFETY RESPONSIBILITIES:

You must abide by the Academy Health & Safety Policy and to implement that policy with regard to the general duties placed upon every one engaged in the Campus. Compliance to Campus Regulations, Health & Safety Regulations and Fire Regulations.

To partake in any Health & Safety training relevant to the job role.

**SAFEGUARDING:**

All appointments are subject to you obtaining a current enhanced disclosure and that the information revealed does not prevent or make you unsuitable to work with children as determined by the Executive Principal and/or Chair of Directors. A satisfactory DBS disclosure must be presented to the school before your employment can commence.

### An annual review of this job description and allocation of particular responsibilities will take place as part of the Appraisal Process.