**POST TITLE:** Special Educational Needs Co-ordinator (SENCO)

**Salary:** Main Pay Scale Plus SEN point

**Hours:**  Part time 0.2

**Contract Type:** One year fixed

**Employer:** Surrey Teaching Centre

**LOCATION:** Surrey Teaching Centre at The Children’s Trust, Tadworth Court

**ACCOUNTABLE TO:** Headteacher

**Closing Date:** Friday 7th June

**Start Date:** September 2023

We are seeking to appoint an enthusiastic, creative and highly motivated SENCO for 1 day a week (working week can be flexible, i.e. 1 full day or across half days), preferably starting September 2023. This is an exciting opportunity to work as part of an experienced and passionate team in a unique field of SEN.

# **Job Purpose**

The SENCO, under the direction of the headteacher, will:

* Be responsible for day-to-day operation of the SEN policy
* Provide professional guidance to colleagues, working closely with staff, parents and other agencies
* Complete EHCP applications for new starters
* Maintain high quality records to evidence interventions
* Assess effectively the student’s needs
* Support in delivering CPD
* Inspire trust and confidence in pupils and colleagues
* Build team commitment with colleagues and in the classroom
* Be able to build strong relationships with children and their families
* Demonstrate analytical thinking
* Improve the quality of pupils’ learning

The SENCO will be expected to fulfil the responsibilities of a teacher, as set out in the STPCD.

# **Duties and responsibilities**

Strategic development of SEN policy and provision

* Have a strategic overview of provision for pupils with SEN or a disability across the school, monitoring and reviewing the quality of provision
* Contribute to school self-evaluation, particularly with respect to provision for pupils with SEN or a disability
* Make sure the SEN policy is put into practice and its objectives are reflected in the school development plan (SDP)
* Maintain up-to-date knowledge of national and local initiatives that may affect the school’s policy and practice

Operation of the SEN policy and co-ordination of provision

* Maintain an accurate SEND register and EHCP overview
* Provide guidance to colleagues on teaching pupils with SEN or a disability
* Work with external agencies
* Be a key point of contact for external agencies, especially the local authority (LA) attached to the child
* Analyse assessment data for pupils with SEN or a disability

Support for pupils with SEN or a disability

* Secure relevant services for the pupil
* Ensure records are maintained and kept up to date
* Review the education, health and care plan (EHCP) with parents or carers and the pupil
* Communicate regularly with parents or carers
* Ensure if the pupil transfers to another school, all relevant information is conveyed to it, and support a smooth transition for the pupil
* Work with the designated teacher for looked-after children, where a looked-after pupil has SEN or a disability

Leadership and management

* Work with the headteacher and Management Committee to ensure the school meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements
* Prepare and review information the governing board is required to publish
* Contribute to the school improvement plan and whole-school policy
* Identify training needs for staff and how to meet these needs

The SENCO will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the SENCO will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.

*We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.*

# **Person specification**

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| criteria | qualities |
| **Qualifications  and training** | * Qualified teacher status * National Award for SEN Co-ordination, or a willingness to complete it within 3 years of appointment * Degree |
| **Experience** | * Teaching experience * Experience of working at a whole-school level * Involvement in self-evaluation and development planning * Experience of conducting training/leading INSET |
| **Skills and knowledge** | * Sound knowledge of the SEND Code of Practice * Understanding of what makes ‘quality first’ teaching, and of effective intervention strategies * 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 * Ability to influence and negotiate * Good record-keeping skills |
| **Personal qualities** | * Commitment to getting the best outcomes for pupils and promoting the ethos and values of the school * Commitment to equal opportunities and securing good outcomes for pupils with SEN or a disability * Ability to work under pressure and prioritise effectively * Commitment to maintaining confidentiality at all times * Commitment to safeguarding and equality |