

Job Description			
Job Title:	SENCo	Job Category:	Teaching
		Grade:	MPS/UPS plus TLR
Responsible to:	Executive Principal & Assistant Principal		
Responsible for:	The leadership and quality of provision of SEND across the school		
Main Purpose of the Job:			
<p>The SENCO is the lead professional for SEND provision in the school with responsibility for the leadership and management of SEND provision.</p> <p>They will ensure the school is compliant in its SEND provision and ensure all staff with responsibility for SEND provision work to the highest standards, are fully trained, and are aware of all relevant statutory and non-statutory guidance on SEND provision.</p> <p>The SENCO, working with the Assistant Principal, will develop an ethos of high expectations for SEND students' behaviour and engagement in their own learning.</p> <p>They will take a leading role in ensuring the most vulnerable pupils are appropriately supported so that they make expected progress or above expected progress in their learning.</p>			
Major Duties & Responsibilities:			
<u>Leading and Managing Staff</u>			
<p>Responsibility to lead and line manage a team of dedicated colleagues, including the Teaching Assistants, ensuring that they are deployed in the most effective manner.</p> <p>Responsible for the induction and performance management of dedicated staff and Teaching Assistants.</p> <p>To ensure that all members of staff recognise and fulfil their statutory responsibilities to pupils with SEN</p>			
<u>Teaching, Learning and Assessment</u>			
<p>To support the identification of and disseminate the most effective teaching approaches for pupils with SEN</p> <p>Work with colleagues to develop effective ways of bridging barriers to learning</p> <p>Collect and interpret specialist assessment data to inform practice</p>			

Undertake day-to-day co-ordination of SEN pupils' provisions through close liaison with staff, parents and external agencies

Work with colleagues to ensure all pupils learning is of equal importance and that there are realistic expectations of pupils

To ensure that exam concessions for students with SEN are carried out and implemented

Monitoring, Assessment, Planning and Tracking

To assist in the identification of pupils' Special Educational needs through observation in the classroom, individual screening and assessment of reports

To oversee the writing and regular review and updating of Education Health Care Plans (EHCP) and review records etc

To liaise with external agencies in regard to particular pupils to ensure that the school is providing appropriate support for the child

To liaise with classroom teachers concerning the needs and progress of individual pupils and to provide advice as appropriate about teaching strategies to assist particular pupils

To interpret the recommendations of Educational Psychologist, Speech, Language & Communication therapist and other reports and to disseminate them so that they are effectively implemented in the classroom

To use data generated by school assessments effectively to inform future pupil progress

Communication and Reporting

To liaise with parents and carers concerning pupil progress and concerns, and concerning updates to the EHCP, and to be proactive in communication about these issues

To make recommendations to parents concerning the use of external agencies for identifying SEN Professional Knowledge and Development

To maintain a thorough and up to date knowledge and understanding of the current SEND Code of Practice and of the school's curriculum and policies

To write policies relating to SEND provision

To participate in INSET provided by the School and where appropriate to lead INSET on SEND issues

To Support annual reviews and attend / chair when necessary

To liaise with other SENCOs and work within the community

The SENCO will undertake any other duties which from time to time may be required and be relevant and commensurate with the post, as deemed necessary by the Assistant Principal and the Executive Principal.

This appointment is subject to the current conditions of employment of teachers contained in the School Teachers' Pay and Conditions Document, the Education Act 1997, the required standards for Qualified Teacher Status, other current educational legislation and the school's articles of government.

All Teachers are required to:

- Carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD), and in accordance with the Teachers' Standards.
- Play a full part in the life of the school community and to support its distinctive Christian ethos and participate in collective worship in accordance with school policy.
- Implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area in line with departmental and whole school policy.
- Contribute to raising standards of student attainment through participation in planning and attendance at departmental meetings.
- Facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- Participate in meetings with colleagues, governors and parents and undertake duties within agreed directed time.
- Continue personal and professional development by participating in arrangements for further training and professional development
- Engage actively in the Performance Management Review process.
- Maintain discipline in accordance with the school's procedures and to encourage good practice with regard to standards of work and homework, behaviour, punctuality and uniform.

Last Updated By:

HR

Date:

February 2021

Person Specification	Essential / Desirable
Qualifications	
QTS	E
A degree or equivalent	E
Evidence of on-going CPD	E
Hold (or working towards) the National Award for SEN Co-ordination (NASENCO)	E
Evidence of further personal and professional development	D
Post Graduate Proficiency for Assessment for Access Arrangements	D
Experience	
At least 4 years' experience as a class teacher with a consistent record of delivering lessons at good and outstanding	E
Experience of successful leadership and management within a school or other educational setting including target setting and monitoring the quality of provision	E
Involvement in a key departmental development	D
Strong involvement in extra -curricular activity	D
Skills & Abilities	
Positive pupil behaviour management skills	E
Ability to provide professional leadership and management of a staff team and contribute to the work of other teams to secure high quality teaching, effective use of resources and improved standards of learning and achievement for all pupils across the school	E
Excellent presentation and interpersonal Skills	E
Excellent time and task management skills with the ability to work under pressure and to deadlines	E
Strong ICT competence	E
Knowledge & Understanding	
Knowledge of relevant legislation - in particular of the SEN Code of Practice, equal opportunities and disability discrimination legislation and how these apply to pupils with Statements as well as those without	E
Knowledge of the range and type of interventions available and the ability to apply these appropriately in the context of the School's resources and the	E

individual child	
Knowledge of current educational issues and their relationship to the inclusion, behaviour support and Education Welfare Services	E
Evidence of continued professional development relevant to SEN	D
Personal Attributes	
Ability to inspire trust and confidence	E
Ability to engage and motivate pupils and staff	E
Good organisational skills	E
Employees should work to the 'Seven Principles of Public Life' Which are:- Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership	E
Confidently deliver/present to a variety of stakeholders	D