**Victoria Drive Primary Pupil Referral Unit (PRU)  
78 Victoria Drive, Southfields, London SW19 6HR**

**SENCO  
 (L1-L3)   
Permanent**

**3 to 5 days a week**

**SENCO Person Spec**

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|  |  | **Essential** | **Desirable** |
| **Qualifications** | Formal Teaching Qualification recognised by the DfE or other appropriate qualification. | **x** |  |
|  | Evidence of ongoing professional development; attendance on courses, INSET, action research, personal study etc. | **x** |  |
|  | The National Qualifications for SENCOs or equivalent. | **x** |  |
|  | Commitment to continuing professional development, evidence that a majority of the teaching standards and those for SENCO have been met or a clear indication you have the capacity to meet them. | **x** |  |
| **Experience** | At least 3 successful years’ experience of being a SENCO, Inclusion Manager or teacher in a primary school. | **x** |  |
|  | 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 | **x** |  |
|  | Consistent evidence of improved standards of learning, achievement and progress for all SEND pupils with complex SEMH needs. | **x** |  |
|  | Training and experience of implementing safeguarding and Child protection procedures effectively | **x** |  |
|  | 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 EHCPs as well as those without. | **x** |  |
|  | Knowledge of the range and type of interventions available (for pupils with complex SEMH needs) and be able to apply these appropriately in the context of the PRU's resources and the individual child. | **x** |  |
|  | Knowledge of current educational issues and their relationship to the inclusion, behaviour support and Education Welfare Services. | **x** |  |
|  | Experience of inter-agency work, writing referrals and successful EHCP applications. | **x** |  |
|  | Excellent written and oral communication skills. | **x** |  |
|  | Ability to work flexibly, under pressure and to deadlines. | **x** |  |
|  | Ability to use data effectively in setting targets. | **x** |  |

**Job Description.**

The duties outlined in this job description are in addition to those covered by the most recent School Teachers’ Pay and Conditions document.

1- Support the vision, ethos and policies of the PRU which secure effective teaching, successful learning and promote high levels of achievement and self-esteem for all pupils irrespective of background, ethnicity, gender or disability.

Participate in multidisciplinary casework and liaise with a range of professional agencies..

2-In conjunction with the Head and Deputy Heads of Victoria Drive PRU, ensure that effective systems are in place for planning and evaluating short, medium or long-term teaching plans.

3-Provide direct teaching to a group of pupils at the PRU.

4-Carry out diagnostic assessments that help to determine levels of progress and attainment.

5-Identify resources needed to meet the needs of pupils with Special Educational Needs and complex SEMH.

6-Liaise with the multiagency network supporting the pupil.

7-Ensure regular feedback on progress is given to parents via written reports, meetings and informal telephone contact.

8- Be in a position to advise on the education of pupils with Social, Emotional and Mental Health needs and support mainstream class teachers implement strategies.

9-Attend professional development sessions in order to keep abreast of current thinking related to SEND.

10-Participate in centrally held, or school based professional development sessions for teaching and support staff in the borough’s primary schools.

11-Model expert practice in teaching pupils with complex needs.

12-In collaboration with Primary schools and parents, agree support arrangements with Victoria Drive PRU.

13-Be fully conversant with procedures for ‘Keeping Children Safe in Education.’ Respond effectively to child protection concerns in line with policy.

14-Provide written advice for pupils undergoing further Statutory Assessment.

15-Participate in the Appraisal framework within Victoria Drive PRU.

16-Appraise staff at Victoria Drive PRU.

17- Carry out relevant responsibilities to ensure the smooth running of the Pupil Referral Unit or other work in the Service.

18-Undertake other duties as may be required by the Local Authority in pursuit of its statutory obligations and other reasonable duties.