



JOB DESCRIPTION

JOB TITLE	SENDCO AND INCLUSION LEADER
SCALE	MPR/UPS INCLUDING FRINGE
RESPONSIBLE TO	Headteacher

Do you have a passion for Special Education Needs provision? If so, then Chipping Ongar Primary School is the ideal place for the next stage of your career. We are looking to appoint a committed and compassionate SENDco and Inclusion leader to join our leadership and safeguarding team, from January 2023. This position is non-class based as is to 4 days a week.

We are seeking to appoint an individual who has:

- A good knowledge of early intervention processes and a determination to ensure children make rapid progress regardless of starting points.
- The skill to meet the needs of a wide range of learners with various experience of school led support and clear provision mapping, including provision mapping software.
- High expectations of children's learning and behaviour with a desire to inspire and manage support staff
- A high level of emotional intelligence and excellent communication/interaction skills with experience of working effectively with other agencies.
- Energy, creativeness, enthusiasm and a flexible approach with the ability to look upon demands as an opportunity to be positive and inspirational.
- Be willing to take the lead on safeguarding and disadvantaged pupils within a well-supported team
- A belief in inclusion, diversity and access and the right of each pupil to maximise their potential whatever their needs and abilities.
- An ability to organise and prioritise well to ensure deadlines are met and self-directed time is managed effectively to best benefit the children.

We can offer you:

- Well-motivated children who are eager to learn.
- A well-resourced learning environment with enthusiastic and supportive staff.

- A forward-looking school that is dedicated to the success of all children and staff.
- Excellent support and training.
- A caring ethos where everyone is valued.
- A commitment to continued professional development.

This job description sets out the duties of the post at the time it was published. The hours and the job description may be modified depending on the needs of the school.

Chipping Ongar Primary School is committed to safeguarding and promoting the welfare of all children and expects all persons at the school to actively share this commitment. All appointments will be subject to a DBS clearance, medical check, employment checks and satisfactory references. Further information about the school can be found on our website.

SENDCO and Inclusion Leader

Person Specification

	Essential	Desirable	How will these be assessed
Knowledge	Job Requirements		
Qualifications /Training	• QTS status • Evidence of on-going professional development; attendance on courses.	• A degree or equivalent • Higher degree qualification, postgraduate courses • Hold the National Award for SEN Co-ordination (NASENCO)	Q, A
Experience	• At least 4 years' experience as a class teacher with secure judgements of good and outstanding teaching • Experience of successful leadership and management within a school or other educational setting including target setting and monitoring the quality of provision • 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 • Knowledge of the range and type of interventions available and be able to apply these appropriately in the context of the School's resources and the individual child • Knowledge of current educational issues and their relationship to inclusion, behaviour support and Education Welfare Services	• Experience of leading on developing provision of more able children • Experience of inter-agency work	E, A, I
Ability / Skills	• 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 • Excellent written and oral communications skills • Excellent presentation and interpersonal skills • Excellent time and task management skills		I, A, E, R

	• Ability to work under pressure and to deadlines • Ability to use data effectively in setting targets		
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Qualification/Interview/Application/Experience/Reference