**Job Description: SENDCo and Inclusion leader**

**(Christchurch Junior School)**

|  |  |
| --- | --- |
| **Post Details** |  |
| **School:** | Christchurch Junior School |
| **Grade:** | Teachers main pay scale or upper pay scale with SENDCo allowance |
| **Weeks per year:** | Full year |
| **Duration:** | Permanent |
| **Responsible to:** | Headteacher |

|  |
| --- |
| **Main Purpose** |
| To inspire excellence across the school, in particular with regard to SEND provision and inclusive practice more generally.  The SENDCo will champion inclusion to achieve exceptional outcomes for SEND students at Christchurch Junior School.  The post-holder will liaise closely with the Headteacher and other TL SENDCos for the strategic development and operational implementation of the school’s SEND policy.  The SENDCo will take responsibility for day to day operational decision making for all matters related to SEND at Christchurch Junior School.  In addition to this the SENCO will ensure that Christchurch Junior School is compliant with all statutory legislation regarding SEND. |

|  |
| --- |
| **Main Duties and Responsibilities** |
| * Responsible for ensuring that the Special Educational Needs (SEND) policy and provision at Christchurch School is implemented. * Be responsible for the day to day operation of the SEND policy and co-ordination of specific provision to support individual pupils with SEND with the aim of raising SEND pupil achievement. * To oversee staff deployment and resources according to the needs of SEND students; including restructuring roles and responsibilities within the team where necessary. * Lead the appraisal process for Learning Support Assistants, Welfare Officer and Pastoral Support Worker, ensuring all colleagues are working towards fulfilling the responsibilities of the TL Excellence Strategy. * In liaison with the Deputy Headteacher, Year Leaders and leaders of English and Maths, ensure the effective deployment of staff and resources to enable excellent outcomes from English and Maths lessons, and associated interventions. * Ensure all Access Arrangements for pupils are in place and that statutory SEND responsibilities with regard to public examinations are fully compliant. * To liaise with staff, parents and external agencies and to co-ordinate their contribution, to provide maximum support and ensure continuity of provision for pupils. * To ensure excellent tracking and monitoring processes are in place to support the achievement of SEND pupils ranging from analysis of KS1 summative assessments through to support for SEND pupils to achieve highly at the end of KS2. * To be responsible for maintaining Christchurch Junior School’s SEND profile [SEND register] ensuring that it is always up-to-date and is an accurate picture of SEND need across the school. * To be responsible for the accurate identification of SEND need across the school, ensuring a rigorous and thorough assessment process. * To report as necessary to senior leaders, the Headteacher and Local Advisory Board as required on the effectiveness and efficiency of SEND provision at Christchurch Junior School. * Support the Headteacher in providing training, professional development and guidance to staff to support excellent practice with regard to SEND working. * Working closely with the Strategic Leadership Team to provide accurate evaluation of the quality of teaching and development and recruitment needs across the school. * Support and provide guidance to subject leaders and other leaders with regard to high quality curriculum design that will support excellent achievement for SEND students. * Take responsibility for line management and performance management of identified members of staff as directed by the DHT/ HT. * Be active in teaching pupils across the school, with a focus upon intervention. * Team teach with staff in order to develop teaching practice, including in relation to strategies which support pupils with SEND to make accelerated progress. * Hold the strategic overview for transition both inter and intra school. Operationally support Year Leaders in ensuring transition is highly effective. * Be strategically responsible for tracking and monitoring attendance, as well as putting in place strategies to support individual pupils and contextual groups to improve attendance. * Head up attendance panel to make consistent decisions relating to communication with families regarding attendance which falls below acceptable levels. * Contribute to the school’s development plan, including providing strategic insight into relevant next steps alongside monitoring and analysis of Christchurch Junior School’s actions. * Attend and contribute to Strategic Leadership Team meetings, holding membership of the SLT. |

|  |
| --- |
| **Other Duties** |
| * The SENCDo will also be the designated teacher responsible for LAC. * Promoting and safeguarding the welfare of children and young people in accordance with the school’s Safeguarding and Child Protection policies. * To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example. * Take responsibility for their own professional, CPD and wider reading as expected of a SENDCo, in addition to maintaining to current educational thinking, policy and statutory changes.   **Trust- wide collaboration**   * To support the work of Twynham Learning MAT which at times may require supporting other schools within the MAT as agreed in consultation with the post-holder. * Contribute to the TL Trust Excellence strategy for a world class provision of SEND. * To contribute as the ‘voice of Twynham Learning’ in the BCP inclusion strategy and future development work. * To support the work of Two Rivers Institute which, at times, may require supporting schools locally or delivering CPD through TRI as agreed in consultation with the post-holder. * To promote actively the Trust’s corporate policies. * To play a full part in the life of the Trust community, to support its vision, mission and values. * To comply with the school’s health and safety policy and undertake risk assessments as appropriate. * To undertake any other duty as specified by STPCD not mentioned in the above.   All Twynham Learning staff may periodically be expected to carry out tasks and duties within their area of competence that are not listed herein, as directed, to meet the needs of the Trust. The particular duties and responsibilities may vary from time to time. |

|  |  |
| --- | --- |
| **Twynham Learning Attributes for all Staff** | |
| * Ambition for excellence * Professionalism * Humility * Championing change | * Inclusiveness * Positivity * Community-mindedness * Being collaborative |

|  |
| --- |
| **Personal Attributes** |
| * Holds Qualified Teacher Status (QTS) * Holds (or is working towards) the National Award for SEN * Energetic and relentless in striving for excellence * Can demonstrate effective leadership qualities * Ability to work both autonomously and as a member of a team * Ability to forge effective professional relationships and establish positive partnerships with parents and carers in an empathetic and approachable manner * Has the personal qualities needed to build effective relationships with colleagues and students * Is an excellent practitioner * Is highly motivated and flexible * Is highly qualified and a well organised person * Is a confident communicator * Has high expectations of colleagues and all students regardless of their need * Is able to enthuse others about learning and is able to communicate this to the students and the faculty * Demonstrates commitment and a flexible approach to professional development * Is confident, resilient and has a good sense of humour * Is a good ‘team player’ |

|  |
| --- |
| **Notes** |
| 1. This job description may be amended at any time in consultation with the postholder. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. |

|  |  |
| --- | --- |
| **Key to Acronyms Used/Glossary of Terms Used in this Job Description** | |
| 1. SENDCo = Special Educational Needs Co-ordinator 2. TL = Twynham Learning 3. MAT = Multi-Academy Trust 4. BCP = Bournemouth, Christchurch & Poole Council 5. STPCD = School Teachers Pay & Conditions Document 6. SLT = Senior Leadership Team 7. DHT = Deputy Headteacher | SEND = Special Educational Needs and Disability  KS1 = Key Stage 1  KS2 = Key Stage 2  CPD = Continuing Professional  LAC = Looked After Children  TRI = Two Rivers Institute  HT = Headteacher |