

BALCARRAS SCHOOL JOB DESCRIPTION

JOB TITLE:	SENDCo
SALARY GRADE:	TLR 2a
CONTRACT TERM:	Full-time & Permanent
RESPONSIBLE TO:	The Headteacher, Balcarras School (Part of The Balcarras Trust)
RESPONSIBLE FOR:	Teaching Assistants, Assistant SENDCo

GENERAL INFORMATION

Applications are invited for a **SENDCo** at Balcarras School, from September 2022.

We are seeking a dynamic, forward-thinking SENDCo who is able to demonstrate experience of and/or a firm interest in teaching and supporting learners with Special Educational Needs and Disabilities (SEND).

This is a tremendously exciting opportunity and an important responsibility, as the successful applicant will have the opportunity to significantly shape the experiences of our SEND students.

We see it as of paramount importance to appoint the right person to join a very successful – and happy – teaching staff that is notable for its particularly strong emphasis on teamwork and mutual support. The successful candidate should have a keen appreciation of the school's inclusive and ambitious ethos and an understanding of how academic study and scholarship, pastoral care and extra-curricular activities contribute equally within it.

Above all else, the appointed candidate will share our ambition to provide the highest quality of teaching and support, so that all our pupils make excellent progress, regardless of their starting point. They will be a superbly capable SEND leader, who can show they are as motivated, creative, and dedicated as the existing team of staff.

KEY RESPONSIBILITIES

We are looking for someone who is qualified as teacher, with a good Degree and will:

- lead the provision for SEND within Balcarras School, overseeing the day-to-day operation of the school's SEND policy and co-ordinate provision for children with SEND
- support the School's Senior Leadership team in managing and implementing an inclusive curriculum, advising on the graduated approach to providing SEND support

- advise on the deployment of the school's delegated budget and other resources to meet pupils' needs effectively
- work with the Headteacher and Governors to ensure that the school meets its responsibilities under the Equality Act (2010) with regard to reasonable adjustments and access arrangements
- within the context of the school's aims and policies, develop and implement intervention and withdrawal groups and support
- line manage, deploy and appraise, the Assistant SENDCo and Teaching Assistants within the Individual Learning Department
- contribute to the school's CPD programme to ensure the support, challenge, information, and development necessary to sustain motivation and secure improvement in learning
- manage, maintain and review provision maps, individual student SEND records, Learning Plans and EHCPs
- liaise with primary schools, other schools, educational psychologists, health & social care professionals and relevant outside agencies to ensure that individual pupils' SEND are met effectively and that the provision of EHCPs is met fully
- be a key point of contact for the local authority
- keep accurate and detailed records of meetings and discussions with parents and outside agencies
- ensure that Pupil Passports are written and updated in line with pupils' needs
- use data and staff feedback effectively to identify pupils who are seriously underachieving and where necessary, create and implement effective plans of action to support those pupils
- liaise with and inform parents/carers about the specifics of the SEND provision for their child
- monitor the progress of students with SEND and act upon any concerns
- liaise with potential next providers of education to ensure a pupil and their parents are informed about options and a smooth transition is planned
- contribute to the school's pastoral work by working closely with pastoral staff to co-ordinate support for pupils with SEND
- liaise with the relevant Heads of Department where a looked after pupil has SEND
- support meetings of SEND staff, communicate information to staff and co-ordinate resulting action
- offer advice and support to teaching staff in providing a high-quality teaching approach
- lead the process of exam access arrangements (EAA) and arrangements for school assessments for learners with SEND

What you will need to succeed:

- Be a qualified Teacher
- Hold the National Award in SEN Co-ordination OR if you are seeking promotion to this role you must achieve the National Award in SEN Co-ordination **within 3 years** of being appointed. This is outlined in paragraph 6.85 of the SEND Code of Practice
- An awareness, understanding and commitment to equality and inclusion
- The ability to prioritise workload in a very busy working environment
- The ability to deal calmly and patiently with unpredictable situations and to think on your feet
- A good knowledge and understanding of SEND and a willingness to complete any further training necessary
- A level 7 Assessor's qualification for Exam Access Arrangements is desirable
- An additional qualification in an aspect of SEND, such as Dyslexia or Autism is desirable
- Excellent organisational skills, the ability to self-motivate, lead and motivate a team
- Excellent listening and communication skills and the ability to relate well to adults and to children with a variety of SEND

The Department

We have a team of around 25 Teaching Assistants and a full time non-teaching Assistant SENDCo as well as a part time SEND Admin Assistant. The SENDCo will be expected to direct co-ordinate and monitor the work of all those carrying out the role of Teaching Assistant.

The Facilities

The Individual Learning Department consists of a fantastic suite of rooms, located in its' own building to give the feeling of an intimate workspace. There are two small classrooms for group work and a number of small space/offices, where pupils can work in small groups or on a one-to-one basis. All spaces are light and well appointed. The rooms are equipped with desk top computers and a store of laptops.

These responsibilities are subject to the general duties and responsibilities contained in documents that constitute the Teacher Contract of Employment and letter of appointment.

EQUAL OPPORTUNITIES

It is the policy of Balcarras School to provide equal employment opportunities for all qualified individuals; to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, colour, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition, or disability. Balcarras School promotes equal employment opportunities in all aspects of employment through positive employment policies and practices. If any special requirements are needed to attend an interview, please inform the school.

SAFEGUARDING

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, will be to adhere to and ensure compliance with the School's Safeguarding Policy and Procedures at all times.

Please note that all appointments are subject to the Balcarras Trust Recruitment, Selection and Disclosure Policy and Procedures which includes our policy on recruiting ex-offenders.

May 2022