

Job Description for SENDCo role at Cherry Tree Hill

- Lead the provision for SEND at Cherry Tree Hill
- To manage appropriate resources for Special Educational Needs and ensure that they are used efficiently, effectively and safely
- To develop curriculum resources to ensure that pupils identified as having SEND have the required levels of support
- Manage the implementation of an inclusive curriculum within the context of the partnership's aims and policies
- Develop and implement intervention groups and support
- To support the learning of pupils as allocated by the SENDCo
- To manage and maintain SEND Support Plans, Provision Maps, and review and maintain EHCPs
- Collate and prepare information relating to assessments, statements and referrals to other agencies
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against predetermined learning objectives, providing feedback and reports to teachers to provide evidence of the range and level of progress and attainment
- Provide support with High Needs Funding Applications and the tracking of funding
- Manage & attend pupils review meetings and prepare paperwork
- Contribute to keeping children safe by:
 - Being approachable to pupils who have concerns, or problems
 - Being able to identify pupils at risk of harm and act accordingly
 - Following the directions of the latest Keeping Children Safe in Education
- To work closely with external agencies to ensure the children receive specialist support.
- To guide staff on the choice of appropriate teaching and learning methods to meet the needs of different pupils
- To liaise with, and inform, parents/carers about the specifics of SEND provision for their child and supporting colleagues with their communications to parents

Additional elements for the Director of SEND role

- To be a source of support and advice for SENDCos and other school leaders.
- To lead the quality assurance of SEND provision in each school.
- To develop succession planning for the SENDCo role by identifying and developing expertise in SEND and creating the next generation of SENDCos.
- To provide SENDCo support in the event of a school being temporarily without a SENDCo.
- Work with the SENDCos across the Trust as well as the Chief Finance Officer and School Business Managers to maximise SEND funding.
- To work closely with the Trust Enhanced Resource Facilities Lead and help to ensure both ERFs provide high quality provision.
- To work closely with external agencies to ensure the children receive specialist support where needed.
- To manage the Trust's relationship with the provider of educational psychology services.
- To be constantly mindful of the safeguarding needs of pupils across the Trust.

Person specification for SENDCo role at Cherry Tree Hill

Requirements	Essential	Desirable	Assessed at interview or application?
A qualified teacher with experience of successfully improving outcomes for pupils at a whole school level	✓		A
Have taught for at least five years.	✓		A
Experience of teaching in more than one key stage.		✓	A
SENDCo Qualification and successful experience of being a SENDCo for at least two years	✓		A
Demonstrate an ability to work with pupils and their families sensitively and positively, often under complex circumstances.	✓		
An understanding and commitment to good practice in child protection and safeguarding.	✓		I
Demonstrates knowledge of the SEND Code of Practice and its application.	✓		I
Experience of various behaviour management techniques for groups and individuals with SEND.	✓		I
Possess a good understanding of the principles behind school improvement, including school improvement planning, monitoring and reviewing progress.	✓		A
Make consistent judgments based on careful data analysis, focusing on SEND, to assist with planning and/or provision mapping.	✓		I
Demonstrate a proven ability to work sensitively and effectively with colleagues to help them to improve their everyday classroom practice.	✓		A
Caring for every child as an individual, with the unshakable belief that all children can be successful	✓		I
Excellent verbal and written communication skills at all levels.	✓		A
Excellent time management and organisation skills.	✓		A
Experience of making a sustained and positive contribution as part of a school's senior leadership team.		✓	A
Successful experience of leading SEND through an OFSTED cycle.		✓	A

Additional elements for the Director of SEND role across the Trust

Requirements	Essential	Desirable	Assessed at interview or application?
An understanding and commitment to good practice in child protection and safeguarding	✓		A
Experience of working in different schools with different contexts, e.g. schools with different age ranges, socio-economic backgrounds and varying levels of EAL.		✓	I
A track record of leading on professional development in the area of SEND	✓		A
Evidence of appropriate professional development for a school leader specialising in SEND.	✓		A
Experience of working in specialist provision such as an enhanced resource facility, or alternative provision.		✓	A
Ability to help deliver the vision for the Trust.	✓		I
An understanding of how academy trusts operate.		✓	I
Experience of working across more than one school.		✓	A
Knowledge & understanding of the process of quality assurance relating to SEND provision.		✓	I
Ability to develop appropriate links with the wider community, including external agencies and key civic partners such as Derby Local Authority.	✓		A
Ability to work effectively with SENDCos, headteachers, Board of Trustees and Trust Central Team	✓		I
Ability to develop links between schools in the Trust.	✓		I
Ability to identify areas of expertise among colleagues across the trust and broker their support where it is needed in other schools.	✓		I
Understanding of the national policy framework and current educational legislation and initiatives	✓		A