

Malorees Infant & Junior School

SENCO

SENDCO

**Welcome to Malorees Infant & Junior School**



Thank you for taking an interest in our school. In this pack, you will find some information about Malorees and the post advertised. We hope you find this information useful. If you would like to find out more about our school, please contact us. A school visit can be arranged.

Malorees Infant and Junior School is located within an appealing, exciting and diverse area of Brent. We cater for children with a wide breadth of needs and abilities, supported strongly by an engaging and pro-active school community.

We are proud of the inclusive and learning environment that we have created. We have high expectations for every child and believe we give them the best possible education so that they can strive not just academically but creatively, emotionally, and socially. We want to broaden children’s horizons by enriching their experiences at school.

We strive to set them up for future success by giving them the opportunities, skills and attitudes they need to thrive in the modern world, such as: teamwork, independence, resilience and creativity.

Above all, a feature that makes Malorees unique is our staff, as we are a friendly, motivated, supportive, and dedicated team. We are all committed to education and work conscientiously to make a positive difference to our children’s lives.

We look forward to hearing from you.

Sian Davies

Executive Head

Malorees Infant & Junior School



What we are looking for:

* A strong, optimistic, and motivated teacher with a specialism in SEND & Inclusion
* An effective professional – who can lead and support others to ensure high quality SEND provision
* Someone who is organised, flexible, efficient, and collaborative
* A professional who is reflective and always looking to improve their practice and support to others
* An excellent teacher who can role model and deliver SEN strategies and approaches at an optimum level
* A professional who strives for all children to achieve their best, overcoming barriers to success in learning and engagement.

What we can offer you:

* A welcoming, friendly, and inclusive school
* Excellent opportunities for professional growth and development
* A creative learning environment that welcomes innovation
* A caring and dedicated team of teachers and support staff
* Strong school community engagement and participation
* Opportunities to impact positively on all aspects of school provision
* Scope to influence and impact positive change school wide

**Malorees Infant & Junior School**

**Job Description**

**SENCO**

**Post title:** SENCO

**Grade:** Salary plus TLR 2B allowance (£4530 per annum)

**Responsible to:** Assistant Headteacher for Inclusion

**Responsible for:** Teaching Assistants including SEN support assistants

**Purpose of the job:** The SENCO is required to carry out the duties of a schoolteacher as set out in the School Teachers' Pay & Conditions Document and the Teachers’ Standards.

**Overall responsibility**

* To lead, manage, develop and maintain high quality SEN provision which enables quality teaching, excellent learning outcomes and success for all pupils
* To model effective teaching, to coach and train colleagues and to teach across the school
* To keep all aspects of paperwork including records and policies, up-to-date and actioned, as appropriate

**Key Accountabilities**

**Strategic direction and development of SEN provision in the school**:

* Contribute to a positive ethos in which all pupils have access to a broad, balanced and relevant curriculum.
* Support all staff in understanding the needs of SEN pupils
* Devise and promote plans to ensure the needs of pupils with SEN are met and that they are reflected in the school improvement plan
* Regularly monitor progress against targets for pupils with SEN from teachers’ plans, evaluate the effectiveness of teaching and learning by work analysis and use these analyses to guide future improvements
* Analyse and interpret relevant school, local and national information relating to pupils with SEN and advise the head teacher on the level of resources required to maximise achievement
* Liaise with staff, parents, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of educational provision for pupils with SEN
* Develop partnerships with parents to ensure that their views are considered and acted upon appropriately
* Ensure that pupils with SEN are enabled to share their views and that these are acted upon appropriately

**Teaching and learning to:**

* Support the identification of, and disseminate the most effective teaching approaches for pupils with SEN.
* Collect and interpret specialist assessment data on SEN to inform practice
* Work with pupils, class teacher and middle leaders to ensure realistic and challenging expectations of pupils with SEN
* Monitor the use of resources, teaching activities and target setting and develop and maintain a recording system for progress of pupils with SEN

**Leading and managing Staff to:**

* Achieve constructive working relationships and establish opportunities for the SENCO, support assistants and other teachers to review the needs, progress and targets of pupils with SEN
* Provide regular information to Senior Leadership Team (SLT) and governors on the effectiveness of SEN provision and outcomes
* Advise and contribute to all aspects of SEN training to ensure the professional development of staff

**Parents, the community and extended schools to:**

* Play a full part in the life of the school community
* Work with parents and families who have a child with SEN offering support and guidance
* Encourage parents to participate in the life of the school in a variety of ways

**Managing own performance and development:**

* Demonstrate resilience and resourcefulness.
* Take responsibility for own professional development.
* Participate in the school’s appraisal and professional development scheme, ensuring that objectives are set and met within the agreed time-scale.
* Think creatively and imaginatively to anticipate and solve problems and identify opportunities.

**Use of Resources to:**

* Identify appropriate resources to promote and support the achievements of SEN children and ensure they are used efficiently, effectively and safely
* Oversee and monitor appropriate budget allocations in liaison with the Headteacher and School Business Manager

**Additional responsibilities and general requirements to:**

* Undertake any professional duties commensurate with the grade of the post, reasonably delegated to him/her by the Headteacher
* Show commitment to the school, its inclusive ethos and equal opportunities for all in the school community, opposing strongly any form of discrimination
* Attend and participate in relevant training sharing the knowledge and ideas gained with colleagues

This job description is based on the National Standards for Headteachers

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