

## Job Description

<b>Post:</b>	SENDCo Teacher
<b>Pay Scale:</b>	Main Pay Scale to Upper Pay Scale
<b>Responsible to:</b>	Headteacher
<b>Main Location:</b>	School Based

### Main Responsibilities and Duties

The post holder is expected to undertake the professional duties of a schoolteacher within the School Teachers' Pay and Conditions Document together with the more specific duties/responsibilities which are listed below.

### Professional Requirements and Responsibilities

- To respect, support and contribute to the aims, ethos, and faith of the school.
- To promote the spiritual, moral, social, and cultural development of pupils and prepare them for the opportunities, responsibilities, and experiences of adult life.
- Adhere to the Trust's policies and practices.
- To contribute to and support the raising of achievement in the school.
- To have a working knowledge of teachers' professional duties and legal liabilities.
- To ensure you have a clear knowledge and understanding of the school policies and procedures, particularly those relating to safeguarding.
- To contribute to the learning culture within the subject area by identifying, sharing, and deploying good and effective practice.
- To adhere to the Teachers' Standards and adopt a professional, self-reflective, and proactive approach to improving your practice as a teacher.
- Participate fully in Performance Management.
- Adopt the culture of aspirational target setting which is embedded at School from whole school to individual staff and pupil targets.
- To reflect on your own practice and contribute to the school and faculty's self-review / evaluation processes.
- To attend all meetings within the agreed school structure.
- To make a positive contribution to the wider life and ethos of the school, including the extra-curricular life of the school.

### Pastoral Care Responsibilities

- To contribute to the pastoral care of pupils and students and to support their spiritual, moral, social, and cultural development.
- To pray daily with your form and ensure that your form group fulfils a daily Act of Worship.
- To participate in the worshipping life of the School, as a Catholic School, including supervision of pupils, assistance with and preparation of appropriate acts of worship and the promotion of the contribution which each subject area and school activity makes to the spiritual well-being of the school.
- To communicate, as appropriate, with parents of students or outside agencies concerned with the welfare of individual students, after consultation with appropriate staff.

## Teaching & Learning

- To articulate and secure high expectations for yourself and all staff for quality teaching and learning for SEND students
- Celebrate the achievements of individuals and the SEND department
- Manage own workload and that of others to allow an appropriate work life balance
- To role model effective practices with regard to planning to meet the needs of all learners, delivery of engaging lessons, frequent and accurate assessment and feedback, and intervention
- To line manage and appraise all members of the SEND team to ensure that the quality of provision is routinely monitored by various means
- Be accountable for outcomes for SEND students across the school
- Line manage learning support assistants (LSAs) holding them to account for effectiveness by providing challenge and support
- Ensure effective strategies are in place to enable all students to make good progress
- Track SEND student achievement regularly across the school, transforming data into action
- Ensure that the school's vision is clearly and effectively articulated, shared and acted upon by all members who teach SEND students
- Lead on SEND intervention to ensure students make good progress
- Quality Assure the curriculum offer for SEND students ensuring it is fit for purpose  
Ensure best practice is researched and shared in relation to highly effective SEND curricula
- Lead the development of teaching and learning for SEND students across the school
- Undertake overall responsibility for determining the strategic vision and development of SEND provision across the school
- Have day-to-day responsibility for the coordination of SEND provision to support individual students
- Engage in research around current educational initiatives including government policies in areas commensurate with the post
- Monitor, evaluate and review the curriculum delivered to students ensuring it meets their needs, deepens their learning and leads to outstanding outcomes
- Inspire and engage staff and students in the vision for the school
- Manage and coordinate medical needs for students
- Develop department ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes
- Ensure individual staff accountabilities are clearly defined, understood, agreed and are subject to rigorous review and evaluation

### Assessment Recording Reporting

- To adhere to the data / record keeping systems across the school and use appropriate data to inform target setting for individual pupils and students.
- To ensure work is marked, assessed, and recorded appropriately.
- To attend Parents' Evenings, produce accurate reports on all pupils / students in the reviewing and reporting to parents, processes, meeting deadlines and setting appropriate targets.
- To support the Target Setting and Review Day processes, checking and reinforcing targets. To monitor pupil and student progress and identify, encourage, and reward success.

### General Responsibilities

- Many specific responsibilities will require collaborative working with other team members which the SENDCo will develop proactively.
- All teaching staff are expected to meet the relevant professional standards for teachers in addition to the job description detailed above
- Attend and participate in staff meetings, training, and briefings as appropriate.
- Be aware of, and comply with all Trust policies and procedures, in particular those relating to child protection, health, safety and security, financial management, confidentiality, and data protection.
- Contribute to the overall ethos, work, and aims of the Trust.
- Be committed, passionate, dynamic, and supportive.
- Be innovative and high performing.
- Commitment to the principle of working collaboratively with other schools within the St Teresa of Calcutta Catholic Academy Trust.
- Commitment to high attendance

*These duties are neither exclusive nor exhaustive, and the postholder will be required to undertake other duties and responsibilities which the Trust may determine. Please note that a successful applicant will be required to comply with all Trust Policies.*

*The Trust is committed to the safeguarding and promotion of the welfare of all children and young people in our care. Applicants must be willing to undergo an enhanced Disclosure and Barring Service check and overseas police checks (where applicable). Please see STOC's Safeguarding and Recruitment Policies for further details. All staff have a key role and responsibility in this area and will be subject to an Enhanced Disclosure check. An online search will be performed on all shortlisted applicants in accordance with the Trust's safeguarding procedures and Keeping Children Safe in Education statutory guidance.*

*It is the practice of this Trust to periodically examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the Trust's aim to reach agreement on any alterations.*

*The Trust is committed to welcoming individuals regardless of age, disability, ethnicity, faith, gender identity, sexual orientation, marital status or socio-economic background or whether*

*you are pregnant or on maternity, adoption, parental or other family leave. We welcome applicants from all communities and from people that identify with those characteristics.*

### Person Specification

**Key E** Essential, **R** References, **I** Interview, **C** Certificate, **D** Desirable, **A** Application

	Essential / desirable	Evidence
<b>Qualifications</b>		
A relevant degree and teaching qualification	E	
National SENCO Qualification	D	
Commitment to complete the National Award for SEN Co-Ordinator (if not already held)	E	
<b>CPD</b>		
Catholic Teachers Certificate	D	
<b>Knowledge &amp; Experience:</b>		
Experience of teaching secondary age students	E	
Understanding of the role of the SENDCo	E	
Knowledge of effective strategies for supporting staff to improve teaching and learning	E	
Knowledge of the distinctive nature of a Catholic school	D	
Ability to relate well with colleagues and pupils and to work with and support colleagues in the department	E	
A total commitment to students' academic, personal, social and emotional wellbeing	E	
To have integrity, passion, energy, presence, resilience and patience.	E	
<b>Technical Skills &amp; Ability</b>		
The ability to solve problems that arise in a way that is accessible to the students being taught	E	
Effectively analyse, prioritise and action plan	E	
Competence in the use of ICT relevant to the post	E	
Flexibility and an ability to respond creatively to changing circumstances	E	
To be able to have a corporate responsibility for all decisions made at senior/ middle management level	E	

Ability to work as and effectively lead a team	E	
<b>Personal characteristics</b>		
Flexible and dedicated approach to work	E	A/I/R
Commitment to Safeguarding and protecting the welfare of children and young people	E	A/I/R
Commitment to equality and diversity	E	A/I
Commitment to good attendance at work	E	A/I/R
Commitment to continuing professional development	E	A/I/R

