



## Job Description

The Conditions of Employment for Teachers as shown in the current School Teachers Pay and Conditions document sets out the professional duties and responsibilities of all teachers other than Headteachers. The following is the description of the duties and responsibilities attached to this post. It may be reasonably modified, following consultation, to reflect or anticipate changes in the job commensurate with the salary and job title.

### Main Purpose of the Post:

- To support and contribute to the Catholic life of the school.
- To lead, manage, monitor, evaluate and be accountable for the development of Special Educational & Disability Needs and Educational Inclusion in school to ensure that students are enabled to reach their full potential
- To ensure the effective education of students in assigned classes in line with departmental and whole school objectives, policies and schemes of work including those related to the school's specialist status
- To be responsible for all staff within Learning Support, to equitably allocate tasks among Student Support Assistants taking account of individual training needs as well as the need to use human resources effectively

### Duties & Responsibilities:

- To encourage and model the best practice in SEND in school, advising and supporting individuals or groups of teaching staff on their statutory responsibilities to students with SEND in order to secure quality first teaching for children with Special Educational Needs
- To support school based in service training for staff as necessary, in particular providing support for new and inexperienced staff
- To ensure effective and efficient deployment of the budget allocated to SEND. To advise Senior Leadership Team on resource, staffing and accommodation requirements for SEND within the school
- To set targets for raising achievement for students with SEND and monitor progress towards such targets
- To collect and interpret specialist assessment data and disseminate necessary data to staff
- Overseeing the records of all children with Special Educational & Disability Needs in school. Producing the Inclusion Register and updates
- To complete referrals to external agencies
- Setting appropriate targets and the review process. The completion of paperwork for procedures such as EHCP
- Oversight of access arrangements for school examinations in consultation with the Headteacher
- To liaise with other schools; Post KS2 and in-year transfers to ensure the effective transition of SEND students





- To co-ordinate the effective deployment of SEND resources throughout school
- To participate in the school's Performance Management programme at the appropriate level
- To lead the monitoring evaluation and review of SEND practice in school to support the teaching and learning process
- As a result of the above to contribute to whole school evaluation and improvement planning and to monitor progress toward identified targets
- To participate in half termly meetings with the line manager to review performance and progress
- To ensure awareness throughout the school of equal opportunity, health and safety and data protection issues and to ensure adherence to any relevant policies in these matters
- To attend all relevant staff, strategy leader and consultation meetings
- To work with the Pastoral Team to support students with Special Educational & Disability Needs related to emotional and behavioural difficulties

#### **Additional Information**

St. Francis Catholic MAT is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of safeguarding training.





## Person Specification- SENDCo

Qualifications & Experience	Essential / Desirable
Prior experience working with SEND students in the 3-11 age range	Essential
Effective team leadership	Essential
Experience of implementing the SEND Code of Practice	Essential
Experience of delivering intervention programmes and catch up reading programs	Desirable
Experience in the use of ICT software programs to support and enhance student learning	Desirable
Experience of making referrals to relevant support agencies and multi-agency working	Desirable
Experience of negotiating and advocating on behalf of young people with the use of persuasive arguments to secure positive outcomes	Desirable
Experience and commitment of involving young people in issues affecting them	Desirable
Experience of working positively with community organisations and other agencies at local level	Desirable
Experience of assessing and analysing the needs of individual young people using a process of negotiation	Desirable
Experience of setting aspirational targets and goals with young people to improve their personal, vocational and educational development	Desirable
<b>Education &amp; Training</b>	
Degree and Qualified Teacher Status	Essential
Evidence of appropriate qualification and recent Professional Development	Essential
Training related to the nature of the post	
<b>Knowledge</b>	
Knowledge of SEND Code of Practice on the identification and assessment of pupils with SEND	Essential
Knowledge of equality and diversity legislation	Essential
Knowledge and understanding of the barriers faced by young people with SEND	Essential
Knowledge of factors affecting young people with SEND and their transition to Adulthood	Essential
Knowledge of the work of the Inclusion Service	Desirable
<b>Skills/Aptitudes</b>	
Ability to effectively manage a team	Essential





Ability to identify personal, professional and departmental training needs with the Learning Support Department	Essential
Ability to use base line data to allocate provision and monitor student progress	Essential
Ability to lead the EHCP procedures	Essential
Ability to develop an understanding of the resources and equipment used within the curriculum area	Essential
Ability to manage multiple tasks	Essential
To be an effective communicator with students and staff colleagues	Essential
Can demonstrate the ability to make a positive impact with and actively engage young people	Essential
Can communicate effectively in writing, by telephone and in person with young people, parents, carers, staff and other colleagues	Essential
Can demonstrate the ability to liaise effectively with a variety of statutory organisations, voluntary groups and local people and work together to support young people's achievement	Essential
Ability to work under minimal supervision and effectively prioritise competing demands	Essential
Ability to plan, evaluate own work to ensure its relevance and effectiveness	Essential
Ability to manage day the day administration of the post, which includes report writing, record keeping and managing casework notes and reviews	Essential
<b>Specific Requirements</b>	
Demonstrate a positive team approach to work	Essential
Committed to continuous self-improvement	Essential
Flexible approach to work to meet the requirements of the post	Essential
<b>Personal Qualities</b>	
An understanding of and commitment to equal opportunities issues both within the workplace and the community in general	Essential
Conscientious, honest and reliable	Essential
<b>Personal Circumstances</b>	
A Disclosure Barring Service check at enhanced level	Essential

