



MOWBRAY
Education Trust

SENCO

Job Description & Person Specification

June 2022

Responsible to:
Review Date:

Head Teacher
June 2024

Role Overview

Whole-school teaching and learning responsibility in the area of inclusion, with a focus on SEN/EAL and LAC provision, transition and the tracking of vulnerable groups.

To be able to provide professional guidance in the area of SEN/EAL to ensure that all pupils can successfully access their learning and make great progress. Working with teachers and leaders to secure high quality teaching and learning through identifying and assessing the needs of children, designing and implementing effective support plans and evaluating the effect of these.

Key Accountabilities

Strategic Direction:

- Develop, implement, monitor and maintain SEN practices which reflect the Trust's commitment to high achievement for all children and fulfil the statutory requirements of both schools.
- Establish effective short, medium and long-term plans for the development and resourcing of the SEN function.
- Monitor and evaluate the progress made in achieving plans and targets and evaluate the impact on teaching and learning.
- Work with the SLT to develop the school curriculum for SEND.
- Manage the professional development of staff in SEN and evaluate the impact on teaching and learning.
- Coach all members of staff to recognise and fulfil their statutory responsibilities to pupils with SEN.
- Disseminate good practice relating to SEN/EAL through INSET, coaching and mentoring mechanisms.
- Work with SLT to develop the provision, research and improve the support offered the EAL children.

Teaching and Learning:

- Undertake day-to-day co-ordination of SEN/EAL and LAC pupils' provisions through close liaison with staff, parents and external agencies

- Provide guidance on a range of appropriate teaching and learning methods and coach colleagues relating to the delivery of these methods.
- Ensure schemes of work are differentiated appropriately and evaluate the impact on teaching and learning.
- Evaluate the quality of teaching and progress for pupils with SEN and set targets for improvement.
- Lead on teaching for children with SEN. Working with specific individuals or groups, for example Nurture.

Recording and assessment

- Set targets for raising achievement among SEN/EAL pupils and other groups as appropriate.
- Collect and interpret specialist assessment and performance data and share with other staff as appropriate.
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- Set up systems for identifying SEN, and assessing and reviewing SEN/EAL provision. This includes creating and monitoring IEPs and provision maps with class teachers and learning support assistants.
- Update the head teacher on the effectiveness of provision for SEN/EAL children.
- Keep parents informed about their Child's progress through individual meetings and at parents' evenings.
- As necessary, prepare applications for Statements of Educational Needs alongside the Headteacher; co-ordinate and attend annual reviews.
- Make applications for additional support, time and/or specific papers for end of Key Stage.
- Maintain SEN/EAL register/profile
- Evaluate the effectiveness of provision of wave interventions.

Leading and Managing Staff:

- Develop an understanding of SEN/EAL/LAC across curriculum teams and individuals to improve performance in this area.

- Advise the head teacher of priorities for deployment of staff and utilise resources with maximum efficiency.
- Develop coaching and mentoring systems to ensure the support and development of all staff working within the SEN area.
- Plan, delegate and evaluate work carried out by team(s) and individuals and ensure a consistent approach regarding SEN across both schools.
- Promote a creative and collaborative working environment.
- Create, maintain and enhance effective relationships.

Parents, the community and extended schools:

- Play a full part in the life of the school communities.
- Work with parents and families who have a child with SEN, involving them in the education of their child and offering support and guidance.
- Build genuine relationships with parents and communicate regularly on the progress and support their children are receiving.
- Encourage parents to participate in the life of the schools in a variety of ways.

Resource Management:

- 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 allocation.

The national Teachers' Standards also apply to this role.

And such other duties as are within the scope of the spirit of the job purpose, the title of the post and its grading.

SENCo - Person Specification

Qualifications	Essential	Desirable
Educated to degree level	✓	
Holds National Qualification for SENCo (or is part qualified or willing to qualify)	✓	
Holds Qualified Teacher Status	✓	
Experience		
Teaching experience across the primary phase	✓	
Experience of designing and delivering specialist intervention strategies and plans to support children with SEN	✓	
Experience of planning, designing, implementing and evaluating schemes of work		✓
Experience of teaching children with SEN	✓	
Experience of working with external professionals to support student with SEN	✓	
Experience of supporting children with EAL		✓
Experience of supporting LAC		✓
Professional Knowledge and Understanding		
Demonstrates exceptional understanding of the skills and attributes involved in effective teaching and can evidence where they have secured good progress of students, particularly those with SEN	✓	
Demonstrates an in depth and thorough understanding of the SEND Code of Practice and other statutory guidance and can translate this into practical application within the school	✓	
Can prepare effective IEPs that have a positive impact on progress	✓	
Understands external measures such as the current Ofsted framework and national progress measures	✓	
Demonstrates up-to-date knowledge of effective strategies to secure progress and improvement in a primary setting	✓	
Can demonstrate a thorough understanding of issues related to attainment and progress of SEN students across key stages	✓	
Understands and implements positive and effective behaviour strategies which improve whole class, and individual behaviour, creating a climate for learning	✓	
Experience of working with students EAL	✓	
Demonstrates knowledge and understanding of safeguarding and child protection issues and procedures, including both statutory requirements and best practice	✓	
Professional Skills and Abilities		
Plan lessons effectively for all children in a class, setting clear learning intentions/ questions and differentiated tasks	✓	
Demonstrates a creative and original approach to planning and teaching in a cross curricular way	✓	
Has a thorough knowledge of the features of effective lessons and has the ability to implement assessment for learning strategies	✓	
Must be able to analyse and use comparative data effectively to assess class, individual and school performance and progress	✓	
Is able to use technologies effectively and appropriately to improve learning outcomes	✓	

Must be able to work collaboratively and effectively in a team	✓	
Can interpret and communicate data effectively and accurately and can use data to inform where interventions or specialised teaching strategies may be required	✓	
Highly skilled in assessing, recording and reporting on the development, progress and attainment of pupils against targets	✓	
Engages students with their learning, creating an enjoyable and positive learning experience	✓	
Develops each child as an individual and works collaboratively with others to support the none academic aspects of each student's learning.	✓	
Personal Qualities		
Can successfully engage parents and carers in order to encourage their close involvement in the education of their children	✓	
Demonstrates passion and enthusiasm for driving improvements to maximise students' life chances	✓	
Must have a high level of communication skills both orally and in writing	✓	
Must be able to manage own work load effectively and respond swiftly to dead lines	✓	
Demonstrates excellent interpersonal skills, with the ability to enthuse and motivate others and develop effective partnerships	✓	
Demonstrates personal commitment to professional development linked to the competencies necessary to deliver the requirements of this role	✓	
Demonstrates an interest in evidence-based research.	✓	
Other		
Understands and actively promotes the benefits of diversity within the Trust	✓	
Is fluent in the use of the English language	✓	