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|  | **Milton Hall Primary School and Nursery**  **Job Description** |  |
| **Post:**  **Grade:** | **Lead Special Educational Needs Coordinator**  **Leadership Scale L1 to L5** | |
| **Responsible to:** | **Headteacher** |  |

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| **Qualifications  and training** | * Qualified teacher * National Award for SEN Co-ordination * Degree |
| **Experience** | * A successful primary practitioner, with experience of working within at least one school. * Have experience of being an effective SENCo or Inclusion Manager * Have experience of line managing others * Have experience of using assessment for learning as a basis for effective teaching and for tracking the progress of children. * Have experience of working with LAC. |
| **Knowledge, Skills and Understanding** | * Has a good knowledge and understanding of the factors that lead to improvement in achievement levels for individuals with SEND and of best practice in special educational needs teaching * Has a good knowledge and understanding of the factors that led to improvement in achievement levels of named groups of children, including children supported by the Pupil Premium Grant. * Has a good understanding of the Special Educational Needs Code of Practice * Engages in continuous development activities, thus responding to constant changes and developments in special educational needs teaching. * The ability to effectively plan, prepare and assess in all areas of the curriculum and for all children. * Have the skills, knowledge, and desire to use IT in planning and across the curriculum. * A secure, working knowledge, of The National Curriculum, EYFS and locally agreed RE syllabus. * Have effective classroom management. * Be able to implement our whole school approach to learning and teaching. * Able to involve parents in the education of their children and in the life of the school generally. * An understanding of equal opportunity issues and how they affect all aspects of school life |
| **Communication Skills** | * Ability to communicate clearly orally and in writing with children, parents, colleagues, governors and other agencies as necessary. * Shows consideration, concern and respect for other people’s feelings and opinion, is a good listener and displays ‘empathy’ Co-operates and works well with others in the pursuit of team goals, sharing information and supporting others * Effective line-management |
| **Self-Management** | * Be able to meet deadlines * Be able to work to challenging professional goals * Take responsibility for one’s own professional development Have high levels of resilience |
| **Leadership** | * An understanding of how to raise standards of teaching and learning across whole school in relation to children with SEND. * Ability to analyse, interpret and understand relevant information Be able to demonstrate good judgement |
| **Attributes** | * Displays a high level of personal drive and energy, and shares a capacity for sustained effort and improvement * Works creatively, coming up with new ideas and collaborating with others to identify fresh approaches * Is adaptable and receptive to new ideas * Influences the attitudes and opinions of others gaining their agreement through persuasion to idea, proposals and course of action * Takes responsibility for own development * A commitment to an inclusive classroom * A commitment and ability to reflect on current practice, your own and the schools, and develop it in order to raise standards * Willingness to extend children’s learning through extra-curricular activities and other learning outside of the classroom. * Be open-minded, adaptable and flexible * Have energy, vigour, perseverance and a sense of humour * Have a high level of commitment to the school and its continuing development * Be reliable, trustworthy and have integrity * Have a satisfactory health record * Be a team player |