



Woolwich Polytechnic  
**School for Boys**



## **WOOLWICH POLYTECHNIC SCHOOL FOR Boys**

### **JOB DESCRIPTION**

**Post:** Senior SENDCo  
**Grade:** Competitive salary for inner London Weighting and TLR  
**Hours:** Full time  
**Responsible to:** Deputy Head Teacher with responsibility for Inclusion.

#### **Purpose of the job**

- To contribute to the effective leadership of the school.
- To operate within the agreed management system of the school, subject to direction from Head Teacher and Deputy Head Teacher.
- To lead, direct, deploy and monitor the work of staff within SEND.
- Working in cohesion with all four areas of inclusion: EAL, DSP, Alternative Provision and SEND.
- To promote, monitor and support student learning and be responsible for the progress of students with Special Educational Needs and Disabilities.
- To be responsible for leading, managing and developing staff in the SEND department.
- To raise standards of student attainment and attitudes to learning of students with Special Educational Needs and Disabilities.
- To ensure effective coordination of all aspects of Special Educational Needs and Disabilities Provision.
- Maintain the school's register of SEND pupils and collate and update related records, ensuring they are available for reference with due consideration for confidentiality.

#### **a) Professional Standards**

- Provide a key role in developing, whilst working with the Deputy Head on the strategic development of the SEND policy/provision.
- Be responsible for ensuring changes in legislation and current research are reflected in the school's SEND policy/provision.
- Provide regular information to the Deputy Head on the evaluation of the school's SEND policy/provision and make recommendations for future developments.

- Ensure effective and timely communication/consultation, as appropriate, with Governors, SLT, teaching staff, support agencies and the parents of students.

#### b) Teaching & Learning

- Oversee screening and assessment procedures; collect and interpret specialist assessment data for SEND pupils to inform practice.
- Work with the Deputy Head and staff to develop effective ways of overcoming barriers to learning through:
  - Assessment of needs.
  - Monitoring of teaching quality and pupil achievement.
  - Targeted support.
  - Developing a recording system for progress.
- Work with the Head Teacher and teachers to ensure all pupils' learning is of equal importance and that there are realistic expectations of pupils.
- Consider the range of teaching strategies/equipment that could be utilised for SEND pupils and ensure the most effective are employed.
- Support the identification and dissemination of the most effective teaching approaches for SEND pupils.
- Undertake day to day co-ordination of SEND pupils' provisions through close liaison with staff, parents and external agencies.
- In liaison with Deputy Head and SENCO: monitor and evaluate the success of the school's systems for identifying and meeting SEND pupils' needs.

#### d) Strategic leadership and management

- To support the school's development for the current SENDCO.
- To harmonise and cohesively work to contribute to the development of all four areas of inclusion within the school and work within one vision.
- Promote a positive profile of the SEND department to staff, pupils, parents, carers, and the wider community.
- Provide professional guidance to staff to secure outstanding teaching for SEND pupils.

#### e) Communications

- Ensure communication of individual pupil assessment, effective teaching strategies and pupil progress to all appropriate staff, parents and carers as required.
- Encourage a two-way dialogue with school staff to ensure SEND pupils, and possible SEND pupils, are best supported.
- Establish and maintain a productive dialogue with parents and carers via consultations, open days, and other occasions, as directed.
- Act as a point of reference/contact point on national regulations, on arrangements for pupils with special needs and disabilities in external tests/examinations and ensure that the requisite information is passed on to

the Examinations Officer, to ensure that the appropriate access arrangements are put in place.

- Liaise with SENDCos in feeder schools to ensure the best interests of SEND pupils are protected at key transition points.
- In consultation with the Head Teacher, Deputy Head Teacher to maintain a directory of appropriate 'specialist' and external agencies able to provide local support and liaise with these agencies effectively.

## **General**

1. To present the school in a positive manner at all times.
2. To carry out any other duties in line with the level of responsibility of the post at the direction of the Head Teacher.
3. Have due regard for safeguarding and promoting the welfare of children and young people and to follow all Child Protection policies as adopted by the school.

### Personal Attributes

- A passion for teaching and learning.
- A commitment to achieving the best for young people regardless of their social background or ability.
- Resilience and optimism in the face of challenges.
- Integrity.
- Attention to detail.
- Decisiveness, consistency and an ability to focus on solutions.
- Courage and conviction.
- Ability to deliver a consistent approach with regards to discipline.
- Stamina to cope with the role.
- A good sense of humour.

### Person Specification:

	Skills and abilities	Essential	Desirable	Assessed By
1	Communication skills, oral, written to a variety of audiences.	/		Application & Interview
2	The ability to deliver well planned, organised and innovative lessons/interventions	/		Interview
3	Proficiency in the use of ICT and the software programmes used in school.	/		Application
Qualifications				
5	Must hold Qualified Teacher Status	/		Evidence of qualification
6	Nationally recognised SENDCo qualification	/		Evidence of qualification
7	Level 7 Access Arrangement Assessor		/	Evidence of qualification
Knowledge, skills and attributes				
7	Ambitious and committed to own professional development	/		Interview
8	The ability to deal effectively with students, parents and all stakeholders.	/		Interview

9	To be flexible when working within Inclusion and be able to prioritise workload efficiently.	/		Application & Interview
10	Understanding of Child Protection procedures	/		Interview
11	Team player and highly motivated.	/		Interview
12	An understanding of the needs of SEND children	/		Application & Interview
13	Evidence of further professional development which demonstrates an understanding of the current issues impacting on SEND provision	/		Application & Interview
14	Proven track record of raising achievement through outstanding classroom practice.	/		Application
15	Evidence of relevant continuing professional development, including for example NPQH.		/	Application

**This post is subject to an enhanced DBS check. Woolwich Polytechnic School for Boys is committed to safeguarding and promoting the welfare of children and young people in our academies. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.**

November 2023