

## Job Description

Wodensfield Primary School is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

We are committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

<b>Job title</b>	Special Education Needs Coordinator (SENCo)
<b>Department/Location</b>	Wodensfield Primary School
<b>Accountable to</b>	Headteacher
<b>Salary Grade/Range</b>	Main scale + TLR2b
<b>Contract type</b>	Fixed-term – September 2023 to August 2024 (maternity cover) – 52 weeks per year

### Main Purpose

- Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document.
- Meet the expectations set out in the Teachers' Standards.
- Ensure that all pupils, including those with SEND, receive their full educational entitlement and raise their achievement.
- Work with SEND pupils, supporting them to work towards their individual targets on ISPs, and/or Education Health and Care Plans.
- Maintain a strategic overview of SEN and inclusion throughout the school, including provision mapping for individuals and groups.
- To safeguard and promote the welfare of all pupils and young people, and follow school policies and the staff code of conduct.

## Duties and responsibilities

### Teaching and Learning

- Work with colleagues to develop effective ways of bridging barriers to learning through the assess, plan, do, review cycle.
- Undertake day-to-day coordination of SEND provision through close liaison with pupils, parents, staff and other professionals.
- Review the curriculum for SEND pupils regularly, to ensure that it remains up-to-date and that there are high and realistic expectations of SEND pupils.
- Plan and implement strategies where improvement needs are identified.
- Plan and teach well-structured, high-quality lessons to assigned classes, groups and individuals following the school's plans, curriculum and schemes of work.
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making productive use of assessment.
- Set high expectations for learning and behaviour, which inspire, motivate and challenge pupils to achieve their best.
- Demonstrate good subject and curriculum knowledge.
- Participate in arrangements for preparing pupils for external tests.
- Set and agree individual targets and timetables for children, including time spent in mainstream classes, ensuring the appropriate amount of inclusion to secure positive outcomes and the best life chances for SEND pupils.

- Remove barriers to learning by recognising the needs of individual pupils and develop flexible provision, supporting them to develop skills in relation to emotional regulation, social communication and managing sensory needs.
- Ensure that pupils with SEND are sensitively supported to successfully transition between phases of their education.

### **Strategic**

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision and create a positive ethos for pupils with SEND.
- Work with others on curriculum development and raising pupil achievement to secure co-ordinated outcomes, specifically related to SEND pupils.
- Lead an area of school improvement work, maintaining an overview of teaching and learning, standards, budget/resources and ongoing priorities.
- Provide professional guidance to staff to secure good teaching for SEND pupils.
- Make a positive contribution to the wider life and ethos of the school.

### **Deployment of Staff and Resources**

- Contribute to the recruitment, induction, appraisal and professional development of staff, focusing particularly on the needs of SEND pupils.
- Direct and supervise support staff, and where appropriate, other teachers.
- Maintain and develop resources, coordinate their deployment and monitor their effectiveness in meeting the needs of pupils.
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach.

### **Communication and Collaboration**

- Communicate effectively with pupils, parents/carers and staff.
- Coordinate statutory assessments, annual reviews and reviews of Education, Health and Care Plans, ISPs, EHCNAs and EHFSAs where appropriate and attend/chair when necessary.
- Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- Develop effective professional relationships with colleagues.
- Share knowledge and experience with other SEND provisions as part of the development of a network of schools and attend professional network meetings.
- Make referrals and liaise with professionals and other agencies outside of the school; this could include Educational Psychologists, health and social care providers, speech and language therapists, specialist outreach services and occupational therapists.
- Provide regular and timely information to the Headteacher and Local Governing Body on the evaluation of SEND provision.

### **Continuous Professional Development (CPD)**

- Take part in further training and development in order to improve your own teaching.
- Where appropriate, take part in the appraisal and professional development of others, including trainees and volunteers.
- Advise school colleagues where necessary so that children make good progress.

### **General Responsibilities**

All employees are expected to:

- Undertake any training commensurate with the post.
- Show a responsible attitude to health and safety issues and have due regard for their personal safety and that of others.
- Support, uphold and contribute to the development of the school's equal rights policies and practices in respect of both employment issues and the delivery of services to the community.

The SENCo will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks required of the SENCo. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.

<b>Special Conditions of Employment</b>	
<b>Rehabilitation of Offenders Act 1974</b>	<p>This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bindover orders and warnings being considered.</p> <p>If the jobholder is arrested or summonsed for an offence, or they receive a conviction, bindover order or a warning given by a police force, they are required to inform the Headteacher of this fact immediately.</p> <p>Such information will be treated in confidence, so far as is consistent with the safety of children, compliance with statutory safeguarding procedures and the School's relevant Procedures. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder's employment.</p>
<b>Health and Safety</b>	<p>The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the School's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed by the jobholder.</p>
<b>Confidentiality and Data Protection</b>	<p>The job holder is expected to comply with the provisions of the Data Protection Act 1998. Any information that they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example, a parent or the Police, without observing the correct procedure for disclosure as set out in the School's Data Protection Policy. Nothing shall prevent you from disclosing information, which you are entitled to disclose under the Public Interest Disclosure Act 1998 (as amended), provided the disclosure is made in accordance with the provisions of the Act. The School's Whistleblowing Policy is available from the School Office.</p>
<b>Equality and Diversity</b>	<p>Wodensfield Primary School is committed to equality and values diversity. As such, the School is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the School to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.</p>
<b>Training and Development</b>	<p>Wodensfield Primary School has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting safeguarding and general obligations.</p>
<b>Mobility</b>	<p>The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the School may be required, in accordance with legitimate operational requirements and/or facilitating the avoidance of staffing reductions.</p>