**Post:**  SENDCo

**Salary:** Grade I, SCP 22–26 (£31,364 - £34,834)

# Working Time: 37 hours, 52 weeks, shift pattern; early (8am-4.15pm) late (9.45am-6pm)

**Contract:** Permanent

**Establishment:** Camrose Early Years Centre, Tenby Road, Northampton, NN5 7DF

# Anticipated Date of Appointment: December 2024

**Line Manager:** Deputy Headteacher

**Direct Reports:** Practitioners supporting SEND children in nurture provision

**Overview of the Federation:**

The Foundations for Children Nursery Schools Federation comprises of four Maintained Nursery Schools: Camrose Early Years Centre and Parklands Nursery School in Northampton, and Croyland and Highfield Nursery Schools in Wellingborough. Supporting approximately 400 children in some of the most disadvantaged areas in our towns.

**Purpose of the Post:**

To work with the Deputy and Executive Headteacher in all aspects of the co-ordination of SEND provision at Camrose Early Years Centre and to take responsibility for managing and developing learning and teaching, curriculum, and assessment for SEND children.

**Relationship and Responsibility:**

Responsible to the Deputy Headteacher and the Executive Head Teacher. Relationships with all colleagues at Camrose Early Years Centre and the SEND team across the wider Federation.

**Duties:**

**Teaching and learning**

1. Identify and adopt the most effective teaching approaches for children with SEND and share approach with colleagues.

2. Monitor teaching and learning activities to meet the needs of pupils with SEND.

4. Liaise with other agencies and professional, local schools to ensure continuity of support and learning when transferring children with SEND.

**Recording and assessment**

1. Work with colleagues to set targets for raising achievement among children with SEND.

2. Ensure robust tracking systems are in place to collect and interpret children’s assessment data allowing the school to identify value-added by its quality intervention strategies.

3. Set up systems for screening pupils at “point of entry” identifying, assessing and reviewing provision for SEND children once identified.

4. Update the Head teacher and SMT on the effectiveness of provision for pupils with SEND.

5. Develop understanding of learning needs and the importance of raising achievement among children.

6. Arrange and lead review meetings, parent evening consultations keeping parents informed about their child’s progress.

**Leadership and Management**

1. Ensure the school’s provision map for vulnerable learners is up to date and all are fully informed about support programmes in place/planned.

2. Ensure SAP’s are monitored regularly, and their impact is assessed and progress can be evidenced.

3. Encourage all members of staff to recognise and fulfil their statutory responsibilities to pupils with SEND.

4. Provide training and guidance to your SEND team in how to implement the SAP’s and work with the children.

5. Take the lead in constructing the schools provision map ensuring intervention programmes target the right children and staff expertise is deployed appropriately.

5. Provide training opportunities for, all staff and work with other colleagues to deliver training on specific intervention programmes.

6. Disseminate good practice in SEND across the two schools.

7. Identify resources needed to meet the needs of pupils with SEND and advise the Head teacher of priorities for expenditure.

8. Contribute to Senior Leadership Meetings on the effectiveness of SEND provision in the school and be prepared to share this information with other stake holders.

9 To take the lead in completing applications for high needs funding and Educational Health Care Plans.

This Job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews, and consequential changes, will be carried out in consultation with the post holder.

Foundations for Children Nursery Schools Federation is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and a pre-employment medical assessment. References will be requested for all short-listed applicants prior to interview.