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| Job title: Special educational needs co-ordinator (SENCO) with teaching commitment |
| Salary: Main scale/UPS plus SEND allowance |
| Hours: 5 days per week |
| Contract type: Full time fixed term for 1 year |
| Reporting to: Headteacher |
| Responsible for: Learning Support Staff |
| Job Purpose: To work closely with the head teacher, senior management and colleagues in the strategic development of the school’s Special Educational Needs (SEN) policy and oversee the day-to-day operation of that policy with the aim of raising SEN pupil achievement |
| Job Description  Areas of Responsibility and Key Tasks  1. Strategic Direction and Development of SEN Provision in the School (with the support of, and under the direction of the head and leadership team)   * Exercise a key role in assisting the head teacher and governors with the strategic development of SEN policy   /provision   * Support all staff in understanding the needs of SEN pupil and ensure the objectives to develop SEN are   reflected in the school development plan   * Monitor progress of objectives and targets for pupils with SEN from teachers’ plans, evaluate the   effectiveness of teaching and learning by work analysis and use these analyses to guide future  improvements   * Analyse and interpret relevant school, local and national data/information and advise the head teacher on the level of resources required to maximise achievement and actions * Liaise with staff, parents and external agencies to provide maximum support and ensure continuity of provision across the school * Attend network meetings and liaise/work with other SEN leads and professionals to keep abreast of information and action as required   2. Teaching & learning   * Support the identification of and disseminate the most effective teaching approaches for pupils with SEN * Work with head teacher and staff to develop effective ways of bridging barriers to learning through:   - Assessment of needs  - Monitoring of teaching quality and pupil achievement  - Target setting, including IEPs  - Maintaining a recording system for progress against targets and EYFS and National Curriculum   * Collect and interpret specialist assessment data to inform practice * Undertake day-to-day co-ordination of SEN pupils’ provisions through close liaison with pupils, staff, parents and external agencies * Provide interventions, teaching and observations to support SEN pupils’ and staff with effective practice * Work with head teacher, teachers, leaders and support staff to ensure all pupils learning is of   equal importance and that there are realistic expectations of pupils   * Identify and consider the range of teaching strategies / equipment that could be utilised for pupils   3. Leading and managing   * Provide professional guidance to staff to secure good teaching for SEN pupils, through both written guidance   and meetings, modelling, team teaching, coaching and mentoring   * Contribute to the performance management process of intervention and support staff * Advise on and contribute to the professional development of staff, including whole school INSET provision * Provide regular information to the head teacher and governing body on the evaluation of SEN provision * Provide information to external agencies such as Improvement Partners or Ofsted   4. Effective deployment of staff and resources   * Advise the head teacher and governing body of priorities for expenditure and deployment of staff, and utilise   resources with maximum efficiency   * Maintain and develop resources, co-ordinate their deployment and monitor their effectiveness in meeting the   objectives of school and SEN policies   * Work with the headteacher and leaders to support the recruitment and cover of staff   5. Other professional requirements   * Co-ordinate all Annual Reviews and attend / chair * Attend Year 6 Annual Reviews for primary pupils with statements to help facilitate continuity and progression   through the development of a transition programme   * Liaise with Year 5 pupils requiring advice about provision   Note The duties and responsibilities of the subject element of the post may vary from time to time according to the changing needs of the school. The job description may be reviewed at the discretion of the Headteacher in the light of those changing requirements and in consultation with the post holder and the governing body. |
| Person Specification  Key Skills and Competencies  1. Qualifications   * Degree level teaching qualification. * Postgraduate professional Qualification e.g., Postgraduate Certificate in Education. * Willingness to complete the National Professional Qualification (NPQ) for SENCOs. * Willingness to continue professional development   2. Communication   * Applies effective verbal communication skills. * Presents information and ideas clearly, by using language appropriate to the audience. * Positively influences the opinions of others through factual discussion. * Adapts personal style to suit individual situation and needs. * Creates an environment of trust by delivering on promises. * Utilises report-writing skills to accurately reflect a situation through positive language. * Confident in leading meetings as appropriate. * Responds in a timely manner.   3. Other Skills Required for Role   * Demonstrates excellent classroom practice. * Exercises flexibility in order to accommodate changes in work priorities. * The ability to work professionally and effectively as a member of the Middle Leadership team and work with   Others effectively.   * The ability to work under pressure and meet deadlines. * A commitment to keep up to date with educational initiatives and the skills to translate these into practice. * Balances tasks and resources in the organisation of a wide range of activities. * Provides contingencies to deal with the unexpected. * Thinks clearly and logically in working through a problem making referrals as appropriate. * Anticipates workload and plans ahead. * Monitors progress against key performance indicators. * Enthusiastic and positive attitude. * Awareness of the needs of children who have a variety of needs.   4. Accountability/Freedom to act   * Makes routine decisions based upon guidelines and procedures laid down in the established framework. * Contributes towards the effective delivery of targets, objectives and standards. * Leads by example in standards of behaviour in the work environment.   5. Leadership/Management skills.   * Ability to lead school-based projects or developments. * Ability to teach, engage and motivate others’ effectively to secure positive outcomes for pupils.   General Comments  The SEND Lead is required to foster appropriate links in the NLC.  They may be required to teach in classes across the school.  They may be required to adapt and change plans at short notice.  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.  The SEND Lead is required to be flexible in a constantly changing work environment and in implementing the School’s policies. This is not a comprehensive list of all tasks that the SENCO will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher. |