

RIVERSIDE PRIMARY SCHOOL AND NURSERY

Every Child a Happy Learner



Special Educational Needs Co-ordinator (SENCO) APPLICATION PACK



RIVERSIDE PRIMARY SCHOOL AND NURSERY

Donnington Gardens, Maidenhead, Berks, SL6 7JA

www.riversideprimaryschool.org.uk Tel: 01628 621741

Email: office@riversideprimaryschool.org.uk

Job Description

Main purpose:

The SENCO, under the direction of the Deputy Headteacher for Inclusion will:

- Determine the strategic development of special educational needs (SEN) provision and policy in the school;
- Be responsible for the day-to-day operation of the SEN Policy and co-ordination of specific provision to support individual pupils with SEN or a disability;
- Provide professional guidance to colleagues, working closely with staff, parents and outside agencies;
- Fulfil the responsibilities of a teacher.

Duties and responsibilities:

Strategic development:

- Have a strategic overview of provision for pupils with SEN or a disability across the school, monitoring and reviewing the quality of provision;
- Contribute to school self-evaluation, particularly with respect to provision for pupils with SEN or a disability;
- Make sure the SEN policy is put into practice and its objectives are reflected in the school development plan ;
- Maintain up-to-date knowledge of national and local initiatives that may affect the school's policy and practice;
- Evaluate whether funding is being used effectively, and suggest changes to make use of funding more effective.

Operation of the SEN policy and co-ordination of provision:

- Maintain an accurate SEND register and details of provisions using agreed systems;
- Provide guidance to colleagues on teaching pupils with SEN or a disability, and advise on the graduated approach to SEN support;
- Advise on the use of the school's budget and other resources to meet pupils' needs effectively, including staff deployment;
- Be aware of the provision in the local offer;
- Work with early years providers, other schools, educational psychologists, health and social care professionals, and other external agencies;
- Be a key point of contact for external agencies, especially the local authority ;
- Analyse assessment data for pupils with SEN or a disability;
- Implement and lead intervention groups for pupils with SEN, and evaluate their effectiveness.

Support for pupils with SEN or a disability:

- Identify a pupil's SEN;
- Co-ordinate provision that meets the pupil's needs, and monitor its effectiveness;
- Secure relevant services for the pupil;
- Ensure records are maintained and kept up-to-date;
- Review the education, health and care plan (EHCP) with parents or carers and the pupil;
- Communicate regularly with parents or carers;
- Ensure if the pupil transfers to another school, all relevant information is conveyed to it, and support a smooth transition for the pupil;
- Promote the pupil's inclusion in the school community and access to the curriculum, facilities and extra-curricular activities;
- Act as the designated teacher for looked-after children.

Leadership and management:

- Work with the Deputy Head for Inclusion, Headteacher and governors to ensure the school meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements;
- Prepare and review information the governing board is required to publish;
- Contribute to the school improvement plan and whole-school policy;
- Identify training needs for staff and how to meet these needs;
- Lead INSET for staff;
- Share procedural information, such as the school's SEN policy;
- Promote an ethos and culture that supports the school's SEN policy and promotes good outcomes for pupils with SEN or a disability.

Teaching and Learning:

- To work as a teacher within the school's policies and guidelines and contribute to their development;
- To promote the aims and support the ethos of the school;
- To be responsible for the effective teaching and learning of the children in your care by providing differentiated work to match their needs;
- To work in partnership with the Speech and Language teachers, teachers and Teaching Assistants;
- To provide an orderly, attractive and stimulating learning environment;
- To provide appropriate learning situations to enable the children to develop attitudes, skills, concepts and knowledge matched to their age and ability;
- To assess and mark work, record and report on the attainment, development and progress of pupils and moderate standards with the whole school staff;
- To communicate and consult with the parents/guardians of pupils;
- To be responsible for the social, moral, physical and cultural development of the children in your care;
- To maintain good behaviour and an adequate level of supervision;
- To safeguard the health and safety of pupils in your care, both at school and when involved in off-site school activities;

- To plan effectively the work for your class or groups on a long, medium and short-term basis;
- To strive to improve attainment for pupils in your care by undertaking long and short term target setting;
- To attend and contribute to staff meetings, INSET and after-school consultations with parents;
- To promote good relationships with staff, parents, and the school community;
- To create displays that are well presented and clearly labelled;
- To co-ordinate a curriculum area.

This Job Description will be reviewed on an annual basis and may be subject to amendment or modification at any time after consultation with the post holder.

Riverside Primary School and Nursery aims to select on merit, irrespective of race, sex, disability, age or any other protected characteristics.

Person Specification

The tables below indicate the essential and desirable qualities we expect applicants to possess, and the stages of the application process at which these will assessed.

	Essential	Desirable
QUALIFICATIONS AND EXPERIENCE		
Proven track record of good/outstanding teaching.	x	
Qualified Teacher Status.	x	
Minimum of 3 years teaching experience	x	
Evidence of additional relevant professional qualifications.		x
Experience across more than one key stage.		x
National Award for SENCO, or a willingness to complete it within 3 years of appointment	x	
Experience of leading INSET		x
SKILLS AND ABILITIES		
Confidently implements all of the Teaching Standards	x	
Sound knowledge of the SEND Code of Practice	x	
Understanding of quality first teaching, reasonable adjustments and effective intervention strategies	x	
Effective communication and interpersonal skills	x	

	Essential	Desirable
Ability to build effective working relationships	x	
Data analysis skills and ability to use data to inform provision planning	x	
Ability to influence and negotiate	x	
Good record-keeping skills	x	
Reflect on own practice & learn from others.	x	
Good ICT skills.		x
PROFESSIONAL KNOWLEDGE AND UNDERSTANDING		
Secure knowledge of Primary National Curriculum.	x	
Ability to take leadership responsibility for a subject.		x
Understand the school's role in the wider community.	x	
Understand & promote high standards of literacy, phonics & mathematics.	x	
PERSONAL QUALITIES		
Commitment to getting the best outcomes for pupils and promoting the ethos and values of the school	x	
Commitment to equal opportunities and securing good outcomes for pupils with SEN or a disability	x	
Ability to work under pressure and prioritise effectively	x	
Able to support teachers with less experience & lead by example.	x	
Commitment to maintaining confidentiality at all times	x	
Commitment to safeguarding and equality.	x	

RIVERSIDE Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointment to this post will therefore be subject to:

- An enhanced Disclosure and Barring Service check
- Receipt of two satisfactory employer references (ideally one of which must be from your current or most recent employer)
- Satisfactory verification of relevant qualifications



Selection Process

The first step in the selection process is the application; please complete the Royal Borough of Windsor & Maidenhead (RBWM) application form and make sure you read through the Person Specification and Job Description carefully.

Applicants should provide a covering letter and/or documents to demonstrate how they meet all areas of the Person Specification.

The application form, a covering letter, and any supporting documents should be submitted, preferably by email (finance@riversideprimaryschool.org.uk) by:

10.00 a.m. on Thursday 7th July 2022.

Any applicants wishing to post or hand deliver their application should deliver it to the school office addressed to the School Business Manager.

Successful applicants will be invited to interview on **Wednesday 13th July 2022.**

If the selection panel or governing body does not feel that it is appropriate to make an appointment from the people who have applied for the post, applicants will be advised accordingly and the post will be re-advertised. We do, though, hope to be able to make a decision in time to allow the chosen candidate to give sufficient notice so that they can take up the position on **1st January 2023**.

Any appointment will be subject to the receipt of satisfactory references and pre-employment checks.

Contact details:



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