

## Job Description

**Post Title:** Teacher SENCO

**Location:** Rosecliffe Spencer Academy

**Salary/Pay Range:** L1

**Hours of work:** Full Time, Permanent- 37 hours per week

**Reporting to:** Principal and Governors

### Purpose of Role

To lead and promote the direction and oversight of high standards of teaching and learning, pupil achievement and progress for pupils with special educational needs. In the contents of this job description, pupils with special education needs are deemed to include:

- Communication and Interaction.
- Cognition and Learning.
- Social, Emotional and Mental Health.
- Sensory and/or Physical.

### Main Duties and Responsibilities

The Teacher SENCO, in collaboration with the Principal and governing body, will play a key role in determining the strategic development of the SEND policy and provision in the school in order to raise the achievement of pupils with SEND.

The Teacher SENCO will also take day-to-day responsibility for the operation of the SEND policy and coordination of the provision made for individual pupils with SEND, working with, staff, parents and carers, and other agencies. The Teacher SENCO is to provide related professional guidance to colleagues with the aim of securing high quality teaching for pupils with SEND through modelling and in-class support.

### Role Specific Duties:

#### Teaching and Learning:

- Identify, promote and adopt the most effective teaching approaches for pupils with SEND.
- Monitor and evaluate teaching and learning activities to ensure the school is meeting the needs of pupils with SEND.
- Actively teach learning intervention and support for groups and individuals in order to accelerate their progress.
- Ensure all pupils with additional needs are making progress at least in line with national expectations.
- Advise teaching and non-teaching staff on appropriate interventions, differentiation and strategies to support the learning, engagement and progress of pupils with SEND.
- Have regard to individual needs of pupils with Special Education Needs and support their learning by using a wide range of teaching strategies, planning and providing support for their full participation in all activities both in and out of lessons.
- Liaise with classroom teachers to ensure the identification/continuity of support and learning of pupils with SEND across the school.

- Liaise with other schools to ensure continuity of support and learning when working with students with SEND and to allow for the sharing of good practice between schools to be shared.
- Talk to pupils with SEND, and their parents/carers with a view to listening to what they have to say about their experience of education/school. Address any areas of concern.
- Sustain and improve the high standards of pupil achievement and promote their spiritual, moral, social and cultural development and their good behaviour.
- Oversee the transition process for SEND students (Receptio-KS1, KS1-KS2 and KS2-KS3)

**Recording and Assessment:**

- Keep the Special Needs Register up to date and share with staff.
- Set challenging and realistic targets for raising achievement among pupils with additional learning needs and SEND.
- Oversee the quality assurance of progress data for pupils with SEND at each Progress Review and systematically throughout the year to identify and intervene with trends and pupil achievement.
- Use knowledge of intervention strategies to support pupil progress through leading and monitoring a range of intervention programmes.
- Set up effective systems for identifying, assessing and reviewing trends in progress for SEND pupils.
- Meet with Principal to formulate plans to address any issues and needs as appropriate.
- Maintain and further develop existing systems for identifying, assessing and reviewing SEND provision.
- Update the Principal and governing body on the effectiveness of provision for pupils with additional learning needs and SEND.
- Develop whole staff and Governor understanding of additional learning needs and the importance of raising achievement among pupils with SEND.
- Work closely with the Principal to build partnerships with parents/carers so that they have confidence in the school's support for SEND by ensuring regular contact with them and informing them regularly of their child's progress and achievements.
- Maintain and oversee a clear provision map for all SEND pupils including costing of provision.

**Leadership:**

- Ensure all members of staff recognise and fulfil their statutory responsibilities to pupils with additional learning needs and SEND.
- Provide training opportunities for teachers and teaching assistants to learn about SEND/additional learning needs.
- Disseminate outstanding practice in SEND across the school including appropriate staff development opportunities for Teachers and other support staff to learn about SEND e.g. lead INSET.
- Identify resources needed to meet the needs of pupils with SEND and advise the Principal of priorities for expenditure.
- Strategically Line Manage the teaching assistants to ensure a smooth and effective running of SEND.
- Oversee, with the Principal, the effective organisation and deployment of TAs, including training, monitoring and appraisals.
- Actively participate in the schools meeting calendar, including attendance to the Middle Leaders Meetings.

- Attend CPD appropriate to all aspects of SEND.
- Work collaborative to ensure an inclusive approach is taken for identified pupils.
- Liaise with the SEND Governor at least once every term for monitoring purposes.
- Write an annual action plan and quality assurance framework for SEND that is in line with the school's improvement plan.
- Regularly inform SLT of progress on annual action plan for SEND.

**Standards and Quality Assurance:**

- Support the aims and ethos of the school by adhering the school vision.
- Attend and participate in consultation meetings.
- Maintain an up-to-date knowledge of statutory duties and national developments in relation to SEND.
- Uphold the school's policies and practice.
- Lead professional development activities, as appropriate, to update and develop the skills of colleagues relevant to your area of responsibility.
- Participate in staff training.
- Attend meetings, Parents Evenings and Open Evenings and Lead on the SEND meet the team events.
- Develop links with LA's external providers and other schools alongside the Principal.
- Participate in Appraisal in accordance with school policy.
- Liaise closely with the Principal to ensure a shared vision for moving SEND forward in line with the annual action plan and school improvement plan.

**General**

These above-mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust.

**Additional Information**

**The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.**