

## **JOB DESCRIPTION**

**Job Title:** Teacher + Senior SENCO KS4

**Grade:** TLR 2b

### **Purpose of Job Role:**

- To assist the Principal in the leadership and management of the academy
- To ensure successful outcomes for pupils through inclusive practice
- To achieve the outcomes required by Government regulations and the School Improvement Plan as adopted by the Governing Body
- The teacher will be required to take particular responsibility for the co-ordination of special needs and disabilities and the successful implementation of the SEND code of practice

### **Specific Duties and Responsibilities: Use specialist skills to**

- To carry out SENCo responsibilities at KS4 centre.
- To undertake the duties and responsibility of a teacher as required by the Principal.
- To lead and manage a small team (SENCo at KS3 and Acting SENCo at KS4) in order to develop and enhance inclusive practice and transition within both teaching centres
- To implement the SEND code of practice.
- To lead, manage and develop inclusion in the KS3 and KS4 centres and impact on the educational progress of groups of pupils other than assigned teaching classes or groups.
- To lead, develop and enhance the inclusive practice of other staff in the KS4 centre in working with pupils with special needs and disabilities.
- To work strategically with the Senior Leaders, Pastoral Manager, Intervention Leads, MHP, CEIAG co-ordinator and inclusion group on pupil progress, engagement and behaviour.
- To liaise with SENAR, CAT team, SENDIASS and other external partners on issues relating to provision.
- To manage the statutory duties relating to formal assessment processes as outlined in the special educational needs and disabilities code of practice 0-25 years.
- To lead on the centre induction for new staff at the KS4 with a particular focus on inclusion and standards
- To carry out assessment, recording and reporting on the development and progress of designated pupils.
- To actively communicate and consult with parents/carers and any professionals involved with the education and care of the pupils.
- To offer guidance, support and training to pupils/staff/parents/carers as appropriate.
- To participate in the preparation of pupils for public examinations and for end of Key Stage assessments with the specific responsibility to make sure pupils have suitable and appropriate access arrangements in place.
- Liaise with staff members in your centre on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies
- Keep accurate protected and confidential records of all interventions and training
- To quality assure and moderate EHCPs (including banded funding)



## Other responsibilities:

1. Take personal responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
2. Undertake and participate in relevant CPD and appraisal arrangements.
3. Follow all organisational systems and procedures.
4. Abide by and adhere to all academy policies and practice including health and safety.
5. Support and promote diversity and equality of opportunity for all.
6. Follow data protection procedures and treat with confidentiality any personal, private or sensitive information about individual pupils, staff and/or associated organisations.
7. Promote and support inclusive practice.
8. Promote the agreed vision and aims of the school.
9. Set an example of personal integrity and professionalism in line with the staff Code of Conduct.
10. To be prepared to teach as and when required.
11. May be required to work at any centres of JBA as the needs of the Academy dictate.
12. To perform other such duties as the line manager, Assistant Principal, Vice Principal or Principal may from time to time determine.

By signing this Job Description, you are also consenting to disclose any warnings, convictions and reprimands whilst in employment as soon as it is practically possible.  
New post holders are also consenting to annually renew their Update Service subscription.

## Team/s:

**Responsible to:** Line manager/Appraiser is Assistant Principal (Safeguarding and Inclusion)  
Regular documented meetings with line manager (minimum twice per half term)  
Closer working with Centre Management team  
Part of KS3/4 sector group, KS3/4 local committee group, relevant Curriculum group and Inclusion group

**Responsible for:** The leadership, appraisal and supervision of designated teaching and support staff.

## Job description issued after consultation

Signature of the Principal..... Date .....

## Copy received by

Signature of the Post holder..... Date .....

