

Job Title:	Trust SENDCo
Pay Scale:	Middle Leader Leadership A L1-3
Reports to:	Director of Inclusion
Responsible for:	Supporting SENDCos across the Trust with the EHCP process and ensuring that students excel both personally and academically.
Main purpose of the post:	
Supporting the leadership of Inclusion across the Trust.	
Employment Duties:	
This job description is to be carried out in accordance with agreed school policies and the provisions of the employee contract.	
Key Tasks and Activities:	
<ul style="list-style-type: none"> • Work effectively as part of the inclusion team to support the implementation of the Inclusion Development plan including any changes or role that may be needed to help fulfill this • Work alongside the SENDCo of each academy, getting to know the children with high levels of need and understanding what support is required to ensure they reach their potential • Be the Autism Champion and attend relevant training to increase knowledge and skills • Liaise with external agencies in order to gather the information needed to support the application for a ECHNA • Support SENDCo's in each academy to generate, submit and review the application process for EHCNA • Communicate effectively with parents at all times • Stand in temporarily for a SENDCo • Attend Local Authority Cluster groups to represent the needs of children with high levels of need and secure additional funding to support those needs 	



<ul style="list-style-type: none"> • Stay up to date with any changes in legislation and local authority approach to supporting children with additional needs • Have due regard for all Trust policies • Promote LEO SEND on Social Media • Any other duties commensurate to the role 	
General Information:	
Equality of Opportunity	<ul style="list-style-type: none"> • As a member of Trust staff, to take individual and collective professional responsibility for reinforcing and promoting a working environment free from discrimination, victimisation, harassment and bullying.
Confidentiality and Data Protection	<ul style="list-style-type: none"> • To treat all information acquired through employment, both formally and informally, in strict confidence. • To be aware of the school's responsibilities under the General Data Protection Regulation 2018 for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.
To contribute as an effective and collaborative member of the School team	<ul style="list-style-type: none"> • Any other duties as reasonably required by any manager of the school. • Participating in the ongoing development, implementation and monitoring of the school development plan. • Attend regular meetings as required and make a positive contribution during meetings.
Child Protection	<ul style="list-style-type: none"> • Being aware of and complying with policies and procedures relating to child protection reporting all concerns to an appropriate person.
Key Skills and Competencies:	
<ul style="list-style-type: none"> • Ability to organise, support and motivate other staff. • Good interpersonal skills. • Committed to quality and continuous improvement. • Excellent ICT skills including promoting on Social Media • Excellent communication skills both face to face and on the telephone. • Accuracy and attention to detail. • Confidentiality of information as appropriate. • Commitment to quality and continuous improvement. • Ability to work under pressure. • Full working knowledge of relevant policies/codes of practice/legislation. • Excellent literacy/numeracy skills. • Work constructively as part of a team • Ability to self-evaluate learning needs and actively seek learning opportunities. • Ability to work on own initiative. 	

Agreed by: Date



This job description may be amended at any time after consultation with the post holder.

This job description is a broad overview of the post. It is not an exhaustive list of all possible duties, and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the post holder will be required to carry out any other duties that are necessary to fulfil the purpose of the job.

LEO Academy Trust is committed to promoting equality of opportunity for all staff. We aim to create a supportive and inclusive working environment in which all individuals are able to make best use of their skills. We do not discriminate against staff on the basis of age; race; sex; disability; sexual orientation; gender reassignment; marriage and civil partnership; pregnancy and maternity; religion, faith or belief (Equality Act 2010 protected characteristics). The principles of non-discrimination and equality of opportunity also apply to the way in which staff treat visitors, volunteers, contractors and former staff.



Person Specification

Qualifications and training

- Qualified teacher status (as recognised by the Department for Education)
- Successful completion of NASENCO, an experienced SENDCO pre 2001 or willingness to complete
- Participation in recent, relevant in-service training

Experience

The SENCO should have experience of:

- Teaching within a Primary school- Qualified teacher with at least four years experience
- Experience of SENDCo role in a primary setting
- Experience of supporting children with high levels of need
- Experience of working with and supporting other teachers
- Experience of setting targets and monitoring, evaluating and recording progress
- Experience of provision maps and costing related to these

Knowledge and Understanding

- The SEN Code of Practice and its practical application
- The EHCP process and the evidence needed
- Good understanding of the potential additional needs that children may have

Skills

- Excellent interpersonal skills
- Good listening skills
- Confident in the use of information and communication technology
- Good influencing and negotiation skills
- Good communication skills, both written and oral
- Good presentation skills
- Good organisation skills
- Ability to meet deadlines
- Empathise with the difficulties faced by children
- To be flexible to the changing requirements of the role
- The ability to work cooperatively with a range of external agencies within a local area and beyond

Equal Opportunities



Trust SENDCo

- Commitment to promoting, implementing and monitoring equal opportunities across all aspects of the Trust.



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TRUST**
LEARNING. EXCELLENCE. OPPORTUNITY.