

JOB DESCRIPTION

Job title: SENCO

Main responsibilities and duties

- Develop and oversee the implementation of the school's SEN strategy and policy.
- Report to the Governors as requested.
- Promote the inclusion and acceptance of all students inside and outside of the classroom.
- Work with classroom teachers, the senior leadership team, parents and relevant external agencies to develop, implement and monitor individual support/learning plans.
- Work closely with subject teachers in identifying students who have special requirements such as visual, speaking or learning difficulties and qualify for examination access arrangements.
- Carry out assessments of students with SEN to identify needs and monitor progress - including observations in the classroom and meeting with teachers and parents.
- Negotiate, provide and monitor personalised timetables for students with specific additional needs.
- Provide regular updates on student progress through written reports and meetings with parents.
- Establish productive working relationships with students, acting as a role model and setting high expectations.
- Make referrals and liaise with professionals outside of the school - this could include psychologists, health and social care providers, speech and language therapists and occupational therapists.
- Co-ordinate and attend annual/interim reviews for students with EHCPs.
- Provide advice, guidance and training to classroom teachers on supporting students with SEN.
- Support teachers to develop schemes of work and learning programmes for students with SEN.
- Support teachers to develop and implement effective teaching and behaviour management approaches in the classroom. To work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence.
- Manage and advise on the school budget and resources for SEN provision.
- Use IT effectively to support learning activities and develop students' competence and independence in its use.
- Develop and maintain systems for keeping student records, ensuring information is accurate and up to date.
- Map provision for students and take a lead in deploying staff to meet identified needs and to ensure the school SEN register is up to date and all stakeholders are fully informed about support programmes in place/planned.
- Analyse school, local and national data and develop appropriate strategies and interventions.
- Manage staff in the SEN department, Learning Support Mentors (LSMs) and support staff to improve student progress and attainment.
- Provide training opportunities regarding particular needs and how best to meet them.
- Keep up to date with national and local policies related to SEN and cascade information to colleagues.
- Ensure performance management reviews are completed of identified personnel in line with school policy.

- Lead professional development within the SEN team and across the school re Learning Support and ensure good practice is shared.
- Participate in the recruitment of personnel and ensure effective induction of new staff in line with school procedures.
- Monitor the quality of report writing across the SEN team.
- Liaise with Primary feeder schools, particularly concerning Year 6 students.
- Promote safeguarding and welfare of children and young people in accordance with the Trust's safeguarding and child protection policy.

Skills

As SENDCo you will need:

- A strong commitment to raising educational attainment for children and young people with SEN, including working with students directly and supporting other staff to do so.
- A willingness and ability to develop specialist knowledge and keep up to date with local and national policy and developments.
- Influencing and negotiation skills - to influence school strategy and policy, secure sufficient internal resources, and secure the necessary support from external agencies.
- Leadership skills - to inspire and motivate other teachers, model good practice, and develop a whole school commitment to supporting students with SEN.
- Interpersonal skills - for building relationships with students, parents, teachers, and external professionals.
- Written communication skills - for writing learning and support plans, reports on student progress, and training and guidance for staff.
- Organisation and time-management skills - needed for prioritising and balancing a busy and varied workload.
- Empathy and emotional intelligence - in order to recognise and be sensitive to the needs of students and parents.
- Analytical and problem-solving skills - necessary for analysing school, local and national data and developing appropriate strategies and interventions.
- To be an exemplar of high quality teaching and learning so that others are inspired and motivated.

Person Specification

Essential

- Qualified Teacher Status with degree or equivalent in a relevant subject
- Experience of working in a secondary school setting
- Passion for support of SEN students in their learning
- The ability to lead and manage staff (e.g. LSMs etc.)
- Good communication skills involving oral, written and IT skills
- Excellent interpersonal skills and the ability to work co-operatively as a team member

Desirable

- SENDCo Qualification or willingness to work towards SENDCo qualification (if not already held)
- Experience of teaching across all abilities and Key Stages
- Experience of leading colleagues
- Experience of introducing new policies and initiatives

PLEASE NOTE that this is for guidance only. Post holders are expected to be flexible and may be required to operate in different areas of work/carry out different duties as may be reasonably assigned by the Headteacher.

Person Specification

Inter-personal attributes

- Able to build relationships quickly, with humility and empathy, whilst showing respect to others - students, parents and colleagues - to get the best out of them
- Positive, optimistic, caring, kind and approachable
- Willing to be immersed in the life of a busy and successful school

Communication and Interaction

- Communicate clearly and accurately both orally and in writing
- Able to listen and respond appropriately
- Flexible to adapt your style in different situations
- Strong and confident ICT skills for teaching and management
- Contribute as a great team player

Planning and Organising

- Manage daily responsibilities and priorities
- Work efficiently and effectively to meet deadlines and deliver successfully
- Design, produce and share high quality learning schemes and resources

Knowledge

- Good honours degree and/or relevant high level expertise
- A real interest in educational issues, approaches and alternatives from around the world
- Strongly support the ethos and culture of the school

Leadership Skills

- Have an exciting vision for your team which can be shared and constantly enhanced
- Proactive and confident, yet humble and considered
- You can inspire and motivate others
- Make informed decisions on a daily basis
- Ensure high professional standards including student progress of all groups of students

Problem Solving

- Enjoy facing new challenges
- Find, propose and lead solutions
- Use resources, intellect, creativity and innovation to be successful

Resilience

- Hungry for a challenge
- Have patience and endless energy to persevere through the challenging moments
- Tenacious and versatile
- Maintain a positive mind-set

Self-evaluation

- You are aware of strengths and weaknesses
- Strong desire to learn from others so that you can be even better
- Able to share and support others

We are interested in all these attributes for colleagues joining our Trust but appreciate that some will be areas that you have a desire to develop and grow with our support once you are here. Candidates for middle leader posts would be expected to demonstrate greater experience and expertise in the above areas. A sense of realism and humour are really important.