

JOB DESCRIPTION

Employment Details	
Job Title	SENCO and Teaching and Leadership
Reports to	Principal
Salary Band	MPS - UPS

Safeguarding Commitment:

The White Horse Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We therefore expect all staff and volunteers to work to and within school policies and procedures, including safeguarding, child protection and health and safety.

This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical clearance, evidence of qualifications and verification of the right to work in the UK.

Purpose of the Role
<ul style="list-style-type: none"> • Strategic development of the school's Special Educational Needs (SEN) provision and oversight of the day-to-day operation of that policy with the aim of raising SEN pupil achievement. • Teaching classes within the school • Contributing to the goals of the School Leadership Team (SLT)

Responsibilities
<ul style="list-style-type: none"> • Put provision in place to ensure that progress of pupils with SEN improves relative to those without SEN. • Ensure that the school carries out its statutory responsibilities regarding all students with a Statement of Special Educational Needs. • Support all staff in understanding the needs of SEN pupils. • Support departmental developments of SEN provision. • Monitor progress towards targets for pupils with SEN. • Analyse and interpret relevant school, local and national data. • Liaise with staff, parents, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of provision. • Support the identification of and disseminate the most effective teaching approaches for individual pupils with SEN. • Work with staff to develop effective ways of bridging barriers to learning through: - assessment of needs - monitoring of teaching quality and pupil achievement - target setting - IEPs, or Provision Maps, PSP, CAF - keeping accurate records. • Collect and interpret specialist assessment data to inform practice. • Undertake day-to-day co-ordination of SEN pupils' provisions through close liaison with staff, parents and external agencies. • Work with Principal, teachers, key stage co-ordinators and pastoral staff to ensure all pupils learning is of equal importance and that there are high and realistic expectations of pupils. • Provide professional guidance to staff to secure good teaching for SEN pupils, through both written guidance and meetings; • Lead on the performance management process for SEN teachers and Support Assistants • Advise on and contribute to the professional development of staff, including whole school INSET provision; • Provide regular information to the head teacher and governing body on the evaluation of SEN provision. <p style="text-align: center;">Effective deployment of staff and resources</p>

- Advise the Principal and governing body of priorities for deployment of staff, and utilise resources with maximum efficiency;
- Maintain and develop resources, co-ordinate their deployment and monitor their effectiveness in meeting the objectives of school and SEN policies;
- Work with external agencies to maximise resources made available.
- Co-ordinate all Annual Reviews and reviews of Individual Education Plans and/or PSPs and CAFs where appropriate and attend / chair when necessary.
- Attend Annual Reviews for pupils with statements to help facilitate continuity and progression through the development of a transition programme.
- Liaise with pupils requiring advice about provision.
- Exercise a key role in assisting the Principal and governors with the strategic development of SEN policy / provision.

Teaching

- To deliver the curriculum to pupils within a KS 3/4/5 year group.
- To help to ensure that all the children in KS 3/4/5 are able to learn and achieve to the best of their ability.
- To maintain the positive ethos and core values of the school, both inside and outside the classroom
- To support initiatives decided by the Principal and staff;
- To plan appropriately to meet the needs of all pupils, through differentiation of tasks;
- To be able to set clear targets, based on prior attainment, for pupils' learning;
- To provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils;
- To keep appropriate and efficient records, integrating formative and summative assessment into weekly and termly planning;
- To ensure that the current national conditions of employment for schoolteachers are met

Additional Duties and Responsibilities

The principal responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and team working is required. The post holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's grade and whenever reasonably instructed.

The post holder will respect the need for confidentiality at all times while performing this role.

The post holder must at all times carry out their responsibilities with due regard to Trust policy and arrangements for Health and Safety at Work.

All staff within The White Horse Federation will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities.

Safe Working Practices with Children

It is the responsibility of each employee to carry out their duties in line with The White Horse Federation's ethos and culture of safe working practices for adults working with children and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for.

General Data Protection Regulations

The post holder is required to comply with GDPR regulations and to maintain awareness of Trust policies and procedures in this area. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.

Equality and Diversity

There is a requirement for the post holder to promote the equality and diversity agenda within their own role and areas of responsibility and across the department. In fulfilling the requirements set out in this job description, the post holder will apply The White Horse Federation's commitment to equality by treating all employees fairly and without discrimination.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post. The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being processed. Any review will be carried out in consultation with the post holder before any changes are implemented.

Developed by:		Issue Date:	
Post Holder signature:		Signature Date:	

PERSON SPECIFICATION

Qualifications and Training	
Essential	Desirable
<ul style="list-style-type: none"> • QTS / Recognised teaching qualification • 5 GCSE grade C+ inc. Maths and English 	<ul style="list-style-type: none"> • NVQ 4 or equivalent qualification or experience in relevant discipline
Skills and Experience	
Essential	Desirable
<ul style="list-style-type: none"> • Experienced Teacher • Promote the school's aims positively • Develop good personal relationships within a team • Excellent time management with ability to prioritise with attention to detail • Establish and develop close relationships with parents, governors and the community • Communicate effectively (both orally and in writing) to a variety of audiences • Willingness to attend further relevant study in relation to their role • Commitment to own professional development • Excellent problem solver 	<ul style="list-style-type: none"> • Experience of Safeguarding Lead or Deputy Safeguarding Lead • Line management experience as Team Leader in order to lead and manage the in-school intervention team as well as commissioned services and external agencies • Current/recent experience/high level understanding and application of CAF/TAC processes • Current/recent experience/high level understanding and application of SEND policies and code of practice • Current/recent experience/high level understanding and application of the Safeguarding agenda/child protection policy and practice • Able to negotiate relevant contracts within budget parameters
Specialist Knowledge	
Essential	Desirable
<ul style="list-style-type: none"> • Experienced SENCO or have completed the equivalent qualification • Able to lead and report on the schools SEN/Inclusion work on behalf of the Principal • Current/recent experience/high level understanding and application of working with vulnerable families and children 	
Personal Traits	
The successful candidate will:	
<ul style="list-style-type: none"> • Appreciate the differences between people regardless of ability or background and treat peoples' values, beliefs, cultures and lifestyles with respect and dignity at all times. 	

- Understand the boundaries of appropriate behavior when working with children and young people and always act in a way that respects these boundaries.
- Understand the principles of confidentiality and adhere to them in respect to the information available within the workplace.
- Have values that align with the ethos and culture of The White Horse Federation.