

**Job Description**

**Post Title:** Executive SENCO

**Department:** LaceyField Louth: The Home of Eastfield Infants' and Nursery Academy and Lacey Gardens Junior Academy

**Reporting to:** Executive Principal

**Salary within the range:** Scale Point – L8-12

This appointment is subject to the current conditions of employment contained in the School Teachers' Pay and Conditions Document, the Current Education Act, the required standards for Qualified Teacher Status, other current educational legislation and the requirements of Wellspring Academy Trust.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**You will be part of the wider Senior Leadership of the schools and will:**

- Support the Executive Principal and the Trust in developing the academy and shaping year on year growth and development;
- Share responsibility for planning and developing school procedures, and ensure implementation of relevant policies and procedures;
- Act as coach and mentor in order to develop the skills and knowledge of students and staff. You will support the supervision of teaching and support staff in relation to the conditions of service.
- Act in a professional manner when dealing with all pupils, parents, and colleagues. You will maintain good staff morale throughout the schools and support the Executive Principal and the wider SLT in maintaining and developing the good name of the schools at all times, both internally and externally.
- Ensure a proactive approach to maintaining high levels of professionalism and furthering your professional development by keeping abreast of current developments, attending training, reading relevant publications and disseminating information to colleagues as appropriate.
- Support the Executive Principal and the Trust in developing positive working relationships with and between all staff and provide and sustain motivation; ensure effective communication and help promote the high morale of all staff through high positive regard and mutual respect for all within the context of equal opportunity.

## **Main purpose**

The Executive SENCO, under the direction of the Executive Principal, will:

- Determine the strategic development of special educational needs (SEN) policy and provision in the schools
- Be responsible for day-to-day operation of the SEN policy and co-ordination of specific provision to support individual pupils with SEN or a disability
- Provide professional guidance to colleagues, working closely with staff, parents and other agencies
- Support the vision, ethos and policies of the schools and promote high levels of achievement, creating and maintaining a school climate that is supportive of staff, pupils and parents.
- Support all staff in achieving the priorities and targets which the school sets for itself, and to provide them with support and guidance in implementing schemes of work; support the Executive Principal and Head of School in the day to day monitoring of the quality of teaching and children's achievement, including the analysis of performance data.

## **Strategic development of SEN policy and provision**

- Have a strategic overview of provision for pupils with SEN or a disability across the schools, monitoring and reviewing the quality of provision
- Contribute to school self-evaluation, particularly with respect to provision for pupils with SEN or a disability
- Ensure the SEN policy is put into practice, and that the objectives of this policy are reflected in the academy development plan
- Maintain an up-to-date knowledge of national and local initiatives which may affect the school's policy and practice
- Share the responsibility with the Executive Principal and Head of School in establishing a positive behaviour policy throughout the schools, promoting the good behaviour of all pupils working with colleagues, parents and the community

## **Operation of the SEN policy and co-ordination of provision**

- Maintain an accurate SEND register and provision map
- Provide guidance to colleagues on teaching pupils with SEN or a disability, and advise on the graduated approach to SEN support
- Advise on the use of the school's budget and other resources to meet pupils' needs effectively, including staff deployment
- Be aware of the provision in the local offer and support families in accessing the right information and support
- Work with early years providers, other schools, educational psychologists, health and social care professionals, and other external agencies
- Be a key point of contact for external agencies, especially the local authority
- Analyse assessment data for pupils with SEN or a disability and support school staff in planning for next steps within the classroom
- Implement intervention groups for pupils with SEN; train and support colleagues in their implementation and evaluate their effectiveness

### **Support for pupils with SEN or a disability**

- Identify a pupil's SEN
- Co-ordinate provision that meets the pupil's needs, and monitor its effectiveness
- Secure relevant services for the pupil
- Ensure records are maintained and kept up to date
- Review the education, health and care plan with parents or carers and the pupil
- Communicate regularly with parents or carers
- Ensure that if the pupil transfers to another school, all relevant information is conveyed to it, and support a smooth transition for the pupil
- Promote the pupil's inclusion in the school community and access to the curriculum, facilities and extra-curricular activities
- Work with the designated teacher for looked-after children, where a looked-after pupil has SEN

or a disability

### **Leadership and management**

- Work with the headteacher and governors to ensure the schools meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements
- Prepare and review information the governing body is required to publish
- Contribute to the academy development plan and whole-school policy
- Identify training needs for staff and how to meet these needs
- Lead INSET for staff
- Share procedural information, such as the school's SEN policy
- Promote an ethos and culture that supports the school's SEN policy and promotes good outcomes for pupils with SEN or a disability
- Review staff performance on an ongoing basis

The SENCO will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the SENCO will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Executive Principal.

### **The Wellspring Academy Trust, Governing Body and wider community – to:**

- Be responsible for inclusion in its widest sense developing our extended schools provision, working with parents and the community and liaising with other local schools and organisations.
- Support and assist the continued promotion of positive, effective relationships between the school/parents/Governors/community/localities.
- Continue to maintain links with the LA, other schools and other outside agencies as appropriate alongside the Executive Principal and the wider academy trust.

### **Standard Duties in all Trust Job Description**

- Show a commitment to diversity, equal opportunities and anti-discriminatory practices
- Show a commitment to ensuring that children and young people learn in a safe environment
- Participate in relevant and appropriate training and development as required.

### **Method of Working**

The Wellspring Academy Trust expects all staff to work effectively and co-operatively as part of a team, delivering high quality support. This requires dealing with people politely and tactfully, and in accordance with Trust guidelines, policies and procedures. Wellspring Team members are expected to respect confidentiality and safeguarding practices at all times.

### **Public Relations**

Considerable importance is attached to the public relations aspect of our work. Members of the Team must project a positive image of the Trust at all times and through all activity.

### **DBS Certificate**

The Wellspring Academy Trust takes its duty to safeguard the young people with which it works seriously. All Wellspring Team Members are required to undertake a Disclosure and Barring Service (DBS) check.