



SENDCo - Job Description and Person Specification

“RISE are Revolutionising SEND Education for aspirational learning, personal empowerment and confidence to shatter glass ceilings, reaching new levels of achievement with young people aged 16-25 years old. RISE prioritises understanding the whole person and uses this to inform the curriculum, programmes of support and to build a solid platform for future pathways.”

RISE SPACE currently has successful provisions in Bedford and Aylesbury delivering bespoke educational packages.

Job Description: SENDCo

Responsible to: Provision Lead

Contract: Full Time, Permanent, Monday to Friday with occasional twilight hours

Role Overview:

To ensure the provision of high standards of teaching, support, intervention and guidance to help students overcome barriers to learning, engagement and wellbeing. To ensure inclusion is the priority across a team of staff to offer effective and transformative support for young people, that identifies need, informs appropriate curriculums that support wellbeing and build resilient platforms for future pathways

Main Duties and Responsibilities

- The academic teaching and learning, achievement, progress and wider welfare of students within the RISE SPACE Projects.
- Ensuring that student inclusion is kept as a priority across the service and to ensure that personalised support is implemented to meet the needs of individual students.
- The implementation of the SEND Code of Practice across the team and RISE SPACE provision.
- Supporting good attendance and attainment of all learners by working with the students, families and external agencies to remove barriers and promote success.
- Accountability for the bespoke and alternative educational programmes used to support student inclusion both on site and in the community.
- Promoting engagement of all stakeholders and external agencies required to enable best outcomes for young people.
- The strategic development and implementation of SEND strategy across the provision.
- All SEND staff training

The duties and responsibilities outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Operational Manager, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Leadership duties

- Contribute to the Provision Self Evaluation (SEF) and Provision Development Plan (DP) for RISE, directly accounting to the Provision Lead on progress made
- Prepare for audits and inspections that may take place in relation to SEND.
- Account for student attendance, attainment and progress across all provisions.
- Overall accountability for the quality first teaching.
- Hold accountability for the progress and attainment of all students within the service provisions.
- Lead on the Exam Access Arrangements process for the RISE centre.
- Provide analysed and informative data to the Director as requested. This progress information must include holistic progress data for all students within SEND
- Undertake performance management of support staff.
- Coordinate staff training to meet needs, deliver whole provision training as agreed; monitor quality and analyse impact of training delivered.
- Contribute to the development of relevant policies and work across RISE as appropriate to ensure appropriateness and effective implementation.
- Manage all associated budgets including SEN funding allocation, ensuring diligent and beneficial expenditure to meet the needs of the child.
- Work with Locality Teams, Community Groups and the Local Authority to promote and provide high quality, appropriate training in the community.
- Work closely with all Designated Child Protection Leads to create a joined-up approach across the service.

Teaching & Learning

- Deliver quality first teaching for 0.4 of the week. This teaching will be looked to as best practice for examples of differentiated teaching.
- Support colleagues with the development of differentiated and inclusive teaching and learning resources.

Assessment, Recording & Reporting

- Maintain rigorous and accurate records, including students' attainment, attendance, progress towards outcomes and Assess Plan Do Review reports.
- Collect and interpret specialist assessment data.
- Quality assure assessment and marking according to policy.
- Provide assessment reports when required within the school's assessment cycle and additional "round robin" reports when specifically requested.

- Present evaluation and analysis of examination results and performance at the beginning of the academic year and agree actions as necessary.
- Liaise in a timely way with individual parents on students' progress.
- Work within the SEND Code of Practice, liaising as necessary with colleagues.
- Update and support the Provision Lead on evaluating the effectiveness of provision for students with SEND.

Special Educational Needs & Disability

- Attend appropriate networking events and take an active part of the developments for SEND and Mental Health.
- Undertake relevant training and update personal knowledge base as required.
- Direct & manage Educational Health Care Plans (EHCP), advise on appropriate implementation, monitor impact and review targets.
- Attend local authority SENDCo meetings.
- Take part in Local Authority (LA) panels as appropriate.

Person Specification Criteria

Criteria	Essential/ Desirable
Qualifications	
Relevant Degree	E
Teaching Qualification	E
Evidence of regular, relevant and recent professional development at appropriate level: Have achieved, be undertaking or a willingness to undertake SENCo qualification	E
Evidence of Designated Safeguarding lead Training or willingness to undertake.	E
NASENCO Qualification or willingness to complete the course	D
Experience	
Teaching experience with a track record of high student achievement	E
Experience of leading change in secondary schools; ideally with a pastoral, SEND, Wellbeing, Inclusion focus	D
Abilities, skills and knowledge	
A strategic and innovative thinker, with a vision for the role, and the ability to take a strategic view and work with others to deliver improvement	E
Ability to work with clear and measurable objectives to provide year on year improvement	E
Ability to inspire high levels of student engagement and trust	E
Demonstrate leadership qualities, with the ability to gain the confidence and respect of staff and motivate them to achieve highly	E
Ability to work within tight financial budgets	E

Excellent standards of communication and interpersonal skills, with the ability to build strong relationships with students, parents, staff, governors and the wider community	E
Good knowledge of ICT systems to enable its use in analysis.	D
Professional knowledge and understanding	
In depth knowledge of SENDV and a desire to extend this further	E
Experience of developing whole school projects, working or events	D
Experience of working across multi-agencies	D
Personal Qualities	
Ability to work co-operatively with colleagues as part of a team	E
Enthusiasm, energy and a positive approach toward leading students and staff	E
A clear commitment to the principles of continuous professional development for staff as a means of raising achievement	E
The ability to work to deadlines and under pressure	E
The ability to give and receive feedback and act to improve own performance	E
Committed, reliable with high standards of professionalism	E
Excellent attendance and punctuality record	E
Commitment to form and maintain appropriate relationships with young people and their families	E
Must hold a driving license and be able to travel	E

Candidate Responsibilities:

- Uphold shared responsibilities for safeguarding and promoting the welfare of all children and young people.
- Demonstrate a commitment to safer recruitment practices through pre-employment checks prior to any appointment being confirmed.

Employer Responsibilities:

- Keep staff informed of curriculum and pedagogical developments at both local and national levels.
- Provide professional development opportunities, including performance management, coaching, and sharing best practices.
- Offer support in maintaining discipline and standards.
- Monitor key information provided by teachers and ensure appropriate action, including liaison with the RISE SPACE team, parents, or external agencies, as needed.

Additional Information:

All offers of employment are subject to an Enhanced DBS check, references, and where applicable, a prohibition from teaching check. A contract will be offered to the successful candidate.

RISE SPACE is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this dedication.

Equal Opportunities

RISE SPACE is an equal opportunities employer and welcomes applications from all suitably qualified candidates.

As a provider of employment and education, we value the diversity of our staff and students, and all our staff are equally valued and respected. We are committed to providing a fair, equitable and mutually supportive learning and working environment for our students and staff.