

Commitment to others, Commitment to learning.

Chronicles 28:20 *Be strong and courageous, and do the work.*

Do not be afraid or discouraged, for God is with you.

Job Description

Job Title	SENCO (with NASENCO Qualification)
Grade and Salary Range	MPS/UPS + TLR1(2) and SEN (Minimum)
Hours	Full-time
Contract type	Permanent
Reporting To	Deputy Headteacher, Inclusion
Additional Information	The successful candidate will be engaging in regulated activity, working regularly in a location where the work gives an opportunity for contact with children. An Enhanced DBS will be required.

Job Purpose:

Under the direction of the Deputy Headteacher for Inclusion the SENCO will determine the strategic development of special educational needs (SEN) policy and provision in the school. Be responsible for day-to-day operation of the SEN policy and coordination of specific provision to support individual pupils with SEN or a disability as well as providing professional guidance to colleagues, working closely with staff, parents and other agencies.

The SENCO will be expected to fulfil the responsibilities of a teacher, as set out in the STPCD.

Responsible for:

- Strategic development of SEN policy and provision;
- Have a strategic overview of provision for pupils with SEN or a disability across the school, monitoring and reviewing the quality of provision;
- Contribute to school self-evaluation, particularly with respect to provision for pupils with SEN or a disability;
- Make sure the SEN policy is put into practice and its objectives are reflected in the school improvement plan (SIP);
- Maintain up-to-date knowledge of national and local initiatives that may affect the

school's policy and practice;

- Evaluate whether funding is being used effectively, and suggest changes to make use of funding more effective;

Operation of the SEN policy and coordination 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;
- 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 (LA);
- Analyse assessment data for pupils with SEN or a disability;
- Implement and lead intervention groups for pupils with SEN, and evaluate their effectiveness

Support for pupils with SEN or a disability:

- Identify a pupil's SEN;
- Coordinate 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 (EHCP) with parents or carers and the pupil;
- Communicate regularly with parents or carers;
- Ensure 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 school meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements;
- Lead, with the support of the Deputy Head, Inclusion, the professional development of members in the Inclusion Team.
- Prepare information for Governor reports and information to be published on the school's website;
- Contribute to the school improvement 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.

Line management of staff:

- Lead and manage Intervention Tutors, Teaching Assistants and HLTA's working with pupils with SEN or a disability;
- Lead staff appraisals and produce appraisal reports;
- Review staff performance on an ongoing basis.

General Duties:

- To be familiar with and adhere to all Trust and School Policies;
- To fulfil your duties and responsibilities regarding safeguarding pupils and health and safety in the workplace;
- To support the aims and ethos of the school and promote good relationships with students, colleagues and parents;
- To set a good example in terms of dress, punctuality and attendance;
- To participate in the School's arrangements for appraisal, professional development and other mandatory training;
- To undertake other such duties as may be reasonably required by the line manager which are in line with the grading of the post.

The Oxford Academy and The River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.

This job description is written at a specific time and is subject to change as the demands of the organisation and the role develops. The role requires flexibility and adaptability and the employees of the Academy as part of the River Learning Trust need to be aware that they may be asked to perform tasks and be given responsibilities not specified on this job description.

SENCO Person specification

	Essential	Desirable
Experience	<ul style="list-style-type: none"> ● QTS ● National Award for SEN Coordination, NPQ Send or suitable experience in a SENCO role, plus progress towards the completion of NASENCO role ● An appropriate degree or experience 	<ul style="list-style-type: none"> ● Experience of a range of educational settings ● Experience of a range of key stages
Knowledge and skills	<ul style="list-style-type: none"> ● Sound knowledge of the SEND Code of Practice ● Understanding of what makes 'quality first' teaching, and of effective intervention strategies ● Ability to plan and evaluate interventions ● Effective communication and interpersonal skills ● Ability to build effective working relationships ● Ability to influence and negotiate ● Good record-keeping skills 	<ul style="list-style-type: none"> ● Experience of conducting training/leading INSET ● Data analysis skills and the ability to use data to inform provision planning
Teaching and Learning	<ul style="list-style-type: none"> ● Teaching experience ● Commitment to raising attainment and progress through effective teaching and learning ● High expectations of all pupils ● Evidence of highly successful lesson planning and delivery ● Ability to create an effective learning environment for all pupils ● Evidence of highly effective classroom practice 	<ul style="list-style-type: none"> ● Evidence of leading the successful implementation of teaching and learning strategies

Personal Qualities	<ul style="list-style-type: none">● Enthusiastic and committed● A sense of humour● Tenacity and passion● Open mindedness ● Commitment to getting the best outcomes for pupils and promoting the ethos and values of the school ● Commitment to equal opportunities and securing good outcomes for pupils with SEN or a disability<ul style="list-style-type: none">● Ability to work under pressure and prioritise effectively ● Commitment to maintaining confidentiality at all times ● Commitment to safeguarding and equality ● Commitment to our core values of compassion, courage and curiosity	
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