

Job Description

Job Title	SENCO (Secondary)
Grade	Leadership Scale
Responsible To	Vice Principal
Staff Managed	Teaching Assistants / Learning Support Manager
Job Family	Teaching
Job Purpose	<p>The core focus of the role of SENDCO is working with and under the Vice Principal in removing barriers to learning. Central to this is fulfilling all aspects of the role of Special Educational Needs and Disability Coordinator including responsibility for the SEND register, staff training and development, timetabling, assessment, reviews, and representing the school as required. The ability to work closely and positively within school guidelines, procedures and expectations with colleagues at all levels of responsibility, both within and beyond the school, is essential.</p> <p>The post holder must also have a good understanding of SEND issues, a calm and empathetic approach and be able to work under pressure and keep to tight deadlines. They must have a clear understanding and knowledge of the SEND Code of Practice and ideally the successful candidate will have the National Award for SEN Coordination (NasenCo) or willing to work towards it.</p>
Job Context	<p>The post involves overall responsibility for all aspects of the day-to-day running of the school's SEND policy and coordinating provision for individual students with special needs through working closely with staff, parents and carers, and agencies as appropriate. Aspects of this include analysis and assessment of need, monitoring standards and achievement, and ensuring that intervention and support is offered as required and its effectiveness regularly monitored, including the Nurture Group.</p>
Accountabilities / Main Responsibilities	
Operational Issues	<p>Central to the role is the assessment and monitoring of special needs students, including;</p> <ul style="list-style-type: none"> ● Ensuring that specific Individual Education Plans and One Page Profiles are written and followed up; ● Monitoring progress and intervening as appropriate; ● Undertaking all aspects of the documentation and organisation for annual reviews, EHCARs and EHCPs; ● Ensuring paperwork is completed and returned to the local authority SEND team within the appropriate timescales; ● Undertaking initial assessments for exam dispensation and registering students on line, organising dispensation timetables, rooming and support arrangements, including staffing. <p>Other specific responsibilities of the role will include:</p> <ul style="list-style-type: none"> ● Updating the SEND register regularly to ensure it remains accurate; ● Overseeing other records of students with special needs; ● The writing of One Page Profiles and Individual Education Plans to support access to the curriculum; ● Behaviour and progress; ● Informing staff about individual students with special needs; ● Advising staff on all general matters relevant to their work; ● Ensuring that special needs students are supported on trips and visits as appropriate; ● Acting as the designated LAC teacher and undertaking all aspects of this role.
Communications	<ul style="list-style-type: none"> ● Ensure that the SEND offer and SEND Policy and Accessibility Policy are on the school website and are updated regularly.

Partnership or Corporate Working	<ul style="list-style-type: none"> ● Be a member of the Extended Leadership Team and attend regular ELT Meetings. ● Work with students and parents, the role involves working closely with the Vice Principal, the Teaching Assistant team, teaching staff at all levels, SLT, and a very wide variety of agencies, panels and other professionals; the ability to work in partnership is therefore a vital aspect of the role.
Resource / People Management	<ul style="list-style-type: none"> ● Ensure that all staff supporting exams are appropriately trained and fully aware of their roles and responsibilities, in close liaison with the Examinations Officer.
Skills Development	<ul style="list-style-type: none"> ● Oversee staff development and training, ensuring that all staff have the skills and understanding to cater appropriately for all the SEND students in their classes, including differentiation
Safeguarding	<ul style="list-style-type: none"> ● To be committed to safeguarding and to promote the welfare of children, young people and adults, raising concerns as appropriate. ● Maintain confidentiality as appropriate. ● Have an awareness and knowledge where appropriate of the most recent safeguarding legislation.
Systems and Information	<ul style="list-style-type: none"> ● Overseeing the transition of special needs students to ensure movement into the school at all Key Stages and out of the school, is as smooth as possible.
Planning and Organising	<ul style="list-style-type: none"> ● The role includes timetabling special needs support programmes, provision mapping, and the timetabling and deployment of Teaching Assistants.
Data Protection	<ul style="list-style-type: none"> ● To comply with the Trusts policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality. ● Know about data protection issues in the context of your role
Health and Safety	<ul style="list-style-type: none"> ● Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. ● To work with colleagues and others to maintain health, safety and welfare within the working environment.
Equalities	<ul style="list-style-type: none"> ● We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. ● Ensure services are delivered in accordance with the aims of the Equal Opportunities Policy Statement. ● Develop own understanding of equality issues.
Flexibility	<ul style="list-style-type: none"> ● Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. ● Reasonable additional duties commensurate with the grading of the job role may be requested from your line manager. ● Permanent & significant changes would be subject to consultation. All staff are required to comply with Policies and Procedures
Customer Service	<ul style="list-style-type: none"> ● The Trust requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment. ● The Trust requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values. ● Understand your own role and its limits, and the importance of providing care or support.

Person Specification

Job Title	SENCO (Secondary)	
Grade	Leadership Scale	
Responsible To	Vice Principal	
Staff Managed	Teaching Assistants / Learning Support Manager	
Job Family	Teaching	
Essential		Desirable (if not attained, development may be provided for successful candidate)
Knowledge		
<ul style="list-style-type: none"> ● Understanding of SEND Policy and Code of Practice ● Good ICT literacy 		<ul style="list-style-type: none"> ● Budget Management
Experience		
<ul style="list-style-type: none"> ● Excellent Classroom Practitioner ● Excellent student management with high expectations of students in terms of work and behaviour ● Able to demonstrate full and constructive liaison with the school community 		<ul style="list-style-type: none"> ● Experience of timetabling support
Occupational Skills		
<ul style="list-style-type: none"> ● Ability to lead and work with initiative, inspiration, creativity and drive within whole school policy and within a team approach ● Responsive and flexible ● Full commitment to the aims, values, policies and procedures of the school, including continuing professional development and commitment to high standards and continuous review and development. 		
Qualifications		
<ul style="list-style-type: none"> ● Degree level qualification ● Qualified Teacher Status ● National Award for SEN Coordination (NASENCO) (or willing to complete) 		<ul style="list-style-type: none"> ● Appropriate first aid training (<i>dependant on the school's needs</i>)
Other Requirements		
<ul style="list-style-type: none"> ● Enhanced DBS clearance 		