

PARADIGM TRUST

JOB DESCRIPTION

POST TITLE:

SENCO

GRADE:

Teachers' pay range + TLR2A increasing to TLR 2B on successful completion of the mandatory SENCO qualification.

NAME OF SCHOOL:

Refer to contract

RESPONSIBLE TO: SEND manager / Principal

RESPONSIBLE FOR: SEND teaching assistants

PURPOSE OF THE JOB

To manage and oversee all additional support given to students with special educational needs and/or disabilities within the academy.

Professional Duties

The professional duties of teachers, (other than the Principal) are set out in the School Teachers Pay & Conditions Document and describe the duties required of all teachers. In addition, the specific requirements of the post of SENCO are set out below:

Management of the provision of SEND

- To ensure that the special educational needs of individual students are met within an inclusive environment that allows them access to the National Curriculum, in accordance with the provisions of the Special Educational Needs Code of Practice and the Equality Act.
- To work within classrooms, supporting teachers and support staff to develop teaching strategies, approaches, specialist materials and resources to support students with additional needs.
- To regularly plan with school staff and other agencies to advise on specific strategies and specialist equipment for individual students.
- In conjunction with the SEND manager, to assess, report on and recommend access arrangements in tests and examinations as appropriate to students' individual needs.
- In conjunction with the SEND manager, to monitor and evaluate the progress of students with SEND and report to the Principal and Directors.

- In conjunction with the SEND manager, to organise annual reviews for all students with statements/EHCPs.
- In conjunction with the SEND manager, to organise termly reviews and coordinate support for students with SEND classed as school support.
- To support with the writing of reports to parents/carers for students with SEND and additional needs.
- To establish and maintain professional relationships with outside services or agencies, parents/carers and students to develop and sustain effective provision for students with SEND.

Own Teaching and Assessment

- To act as a role model of good classroom practice for other teachers, modelling effective inclusive strategies with them.
- To carry out detailed assessments, monitoring and programme planning for identified students.
- To maintain professional awareness of current research and thinking on good practice in the education of students with SEND and additional needs.
- To deliver effective and efficient support, advice and training to colleagues and facilitate inclusive education.
- To ensure effective systems are in place to identify students with SEND and additional needs.
- To ensure effective management systems are in place, including the deployment of staff.
- To manage weekly meetings with SEND TAs to help them further develop their roles within the classroom.
- To contribute to the development of specialist resources for use with students with additional needs.

Administration, Organisation and Management

- To line manage the SEND TAs and be their performance management reviewer.
- To coordinate the activities of visiting professionals e.g. Educational Psychologist, Speech & Language Therapist and so on.
- To manage the SEND budget.
- To organise the purchase, storage and management of resources.
- In conjunction with the SEND manager, to manage the process of applying for statutory assessment of students.
- To produce records and reports as requested by the SEND manager/Principal.
- To monitor and maintain records of teaching, meetings, planning and student's progress.
- In conjunction with the SEND manager, to oversee meetings which relate to SEND and inclusion matters.
- To assist with the induction of new members of staff.

EQUAL OPPORTUNITIES STATEMENT

Adhere to the Trust's Equal Opportunities policies and ensure anti-discriminatory practice at all times.

COMMENSURATE STATEMENT

Undertake any other reasonable duties commensurate with the grade as determined by the Principal/SEND manager.

CHILD PROTECTION

To have due regard for safeguarding and promoting the welfare of students and young people and to follow the child protection procedures adopted by the Trust.

Signed _____ **Date** _____
Postholder

Signed _____ **Date** _____
Principal

Person specification

Post Title: SENCO	Application	Interview
Qualifications		
Educated to degree level.	✓	
Qualified teacher status either in the UK or if not in own country combined with a desire to achieve English QTS.	✓	
Professional Knowledge and Understanding		
Knowledge of effective strategies to include, and meet the needs of all students, in particular those with Special Educational Needs and/or Disabilities (SEND).	✓	✓
Must have taught in both KS1 and 2.	✓	
Familiarity with both standardised school based assessments and assessments used to plan for SEND interventions.		✓
Professional Skills and Abilities		
Must be a good classroom practitioner, willing and able to teach a class in any key stage.	✓	✓
Must be able to plan lessons effectively for all students, setting clear learning intentions and differentiated tasks.		✓
Must be able to interpret data in such a way as to support the effective planning for individual student's progress.	✓	✓
Must understand the purpose of SEND support plans and Education Health and Care Plan outcomes.	✓	✓
A teacher with good ICT knowledge and skills, able to demonstrate the effective use of ICT to enhance the teaching and learning of students.	✓	
Knowledge of effective strategies to ensure all students with SEND achieve their full potential.	✓	✓
Must have excellent verbal and written communication.	✓	
Lead by example as a teacher and motivate both students and staff.		✓
Successfully work in partnership with parents/carers, outside agencies and the community.		✓
Know how to use data effectively to set targets, improve provision and raise achievement and outcomes.		✓
Organise personal workload and meet agreed deadlines.	✓	
Successfully achieve the mandatory SENCO qualification within two years of successful appointment to this post.	✓	

Personal Qualities		
Must be willing to engage parents/carers in order to encourage their close involvement in their child's education.		✓
A teacher with a flexible approach to work who enjoys being a good team member.	✓	
Must be able to manage own work load effectively and respond swiftly to tight deadlines.		✓
Good interpersonal skills, with the ability to inspire, enthuse and motivate others and develop effective partnerships.	✓	✓
Willingness to share expertise, skills and knowledge and ability to encourage others to follow suit.		✓
Openness and willingness to address and discuss relevant issues, allied with an ability to inspire and challenge others.		✓
Must be able to practice equal opportunities in all aspects of the role and around the work place in line with policy.	✓	✓
Able to maintain a personal commitment to professional development linked to the competencies necessary to deliver the requirements of this post.	✓	
Able to be self-motivated and resilient.	✓	
Must be passionate and enthusiastic about improving outcomes for students with SEND.	✓	✓
Additional		
Ability to understand issues affecting students with challenging behaviours.		✓
A DBS enhanced disclosure that is satisfactory to us will be a condition of your appointment.	✓	
To have due regard for safeguarding and promoting the welfare of students and young people and to follow the child protection procedures adopted by the school and the Trust.	✓	