

Job Description

Job Title:	SENDCO
Location:	Tendring Technology College
Hours of work:	Full time
Reports to:	Linked member of SLT

Job Description

To lead and manage learning support for students with Special Needs including those with Special Educational Needs and English as Additional Language in order to ensure high levels of progress and attainment. To provide professional guidance in the area of SEND and Inclusion.

To promote and adhere to the Trust's values to be unusually brave, discover what's possible, push the limits and be big hearted.

Responsibilities:

Moving the Academy forward

1. To be responsible for the Development Plan for Learning Support and EAL students
2. To plan and co-ordinate the provision of learning support
3. To produce the Academy Code of Practice and help to ensure that staff follow this effectively
4. To ensure the smooth transition for students to the Academy requiring learning support from feeder schools
5. To keep abreast of developments in Inclusion and advise SLT accordingly

Leading the department

1. To ensure effective delegation of responsibilities within the Learning Support Team
2. To organise and chair regular team meetings
3. To manage the departmental budget
4. To ensure an effective timetable for the Learning Support team
5. To develop best practice for Learning Support Staff
6. To maintain a Departmental Handbook

Identification/Access/Monitoring

1. To develop, implement and monitor whole academy policies and procedures for the identification and assessment of students with learning difficulties, including screening

2. To advise SLT on students' suitability for admission to the academy
3. To monitor the progress of students with SEND and EAL
4. To work with Head of Years to monitor progress of all existing students, in order to identify any with learning difficulties
5. To work with Curriculum Leaders, Heads of Year and Classroom Teachers to ensure students' progress
6. To receive and act on referrals of students whose progress is causing concerns from colleagues or parents
7. To oversee public and internal examination arrangements for students with concessions in consultation with the Examinations Officers and Heads of Year
8. To ensure access arrangements are made for entrance testing for candidates with known learning difficulties
9. To ensure effective liaison with outside agencies and special schools to ensure the quality of provision for students with Special Educational Needs
10. To ensure additional funding applications are made when appropriate

Organising and Delivering Support

1. To arrange and implement a programme of support for students with SEN and EAL
2. To contribute to teaching within the department
3. To ensure the effective management of the academy register of students with learning difficulties with files for each identified student
4. To ensure the effective management of Educational Health Care Plans
5. To advise and support colleagues with support programmes
6. To provide on-going pastoral care and learning support for students with social, emotional and/or behavioural difficulties arising from SpLD

Effective Communications with all Relevant Parties

1. To devise, implement and monitor policies, Standard Operating Procedures and procedures for ensuring effective and regular communication with parents and deal with their concerns and requests
2. To ensure that teachers are equipped with information and guidelines for support of students on the Learning Support Register, including that all staff are aware of EHCPs and how they should be implemented
3. To advise colleagues on learning support matters and provide appropriate staff INSET when required
4. To liaise with colleagues, including advising on tutor group and set placements and subject choice, as well as significant behavioural interventions
5. To liaise with outside agencies including referral of students, communicating with the Educational Psychologist, attending follow-up meetings and summarising findings and recommendations for colleagues, maintenance of statements for students with Special Educational Needs
6. To ensure accurate records are maintained
7. To organise case conferences where necessary

Line Management and Health & Safety

1. To line manage the Learning Support team including recruitment; induction; training and development; 1-1 meetings, performance appraisals; absence management; performance and conduct
2. To communicate relevant academy procedures to team and ensure that they are adhered to
3. To ensure a safe and healthy environment is maintained within the departmental area, ensuring risk assessments and any other necessary health and safety

documentation are completed and referring any areas of concern to SLT Link and Building Operations Supervisor

Employee value proposition:

We passionately believe that every child can discover their own remarkable life. It's what motivates us around here. We know this vision requires something extra. Which is why at AET, you'll find more. More opportunities, so you can forge your own path. More care and support, so you can prioritise what matters most. More purpose, for you and for the children we're inspiring. Come inspire their remarkable with us.

Our values:

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Teachers' Pay and Conditions.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Headteacher.
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

Person Specification: SENDCO

General heading	Detail	Essential requirements	Desirable requirement
Qualifications	Qualifications required for the role	<ul style="list-style-type: none"> • Master's-level National Award for SENCO (or working towards - must achieve within 3 years of appointment). • Degree in a relevant discipline • Teaching qualification recognised by DfE • Evidence of continuing and recent professional development relevant to role. 	<ul style="list-style-type: none"> • Management / Leadership qualification
Knowledge / Experience	Specific knowledge/ experience required for the role	<ul style="list-style-type: none"> • Experience of outstanding, sustained, and successful teaching at KS3/4/5 across all abilities • Significant experience of working strategically and successfully at middle leadership level. • Working knowledge of the SEND Code of Practice • Experience of using and reviewing effectiveness of IEPs • Experience of ensuring appropriate curriculum provision for all SEND students • Experience of dealing sensitively with complex pastoral issues and dealing with external agencies • Advanced knowledge of safeguarding & child protection 	
Skills	Line management responsibilities (no.)	<ul style="list-style-type: none"> • Line management for Inclusion team 	
	Forward and strategic planning	<ul style="list-style-type: none"> • Strategic planning for Inclusion 	
	Budget (size & responsibilities)	<ul style="list-style-type: none"> • Inclusion budget 	
	Abilities	<ul style="list-style-type: none"> • Ability to embed successful change across the school by effectively completing tasks and evaluating outcomes within agreed timescales. • Ability to inspire, challenge, motivate and empower teams and individuals to achieve high goals • Ability to prioritise, plan and organise self and others • Ability to think analytically and creatively and demonstrate initiative in solving problems 	
Personal Characteristics	Behaviours	<ul style="list-style-type: none"> • Resilience and optimism • Commitment to the Academy's aims, ethos and 	

		<p>vision</p> <ul style="list-style-type: none"> • Personal enthusiasm and commitment to leadership aimed at making a positive difference to students • Personal & professional integrity, including modelling values and vision • Aware of own strengths and areas for development and listen to, and reflect constructively and act upon as appropriate, feedback from others • Capacity for sustained hard work with energy and vigour 	
	Values	<ul style="list-style-type: none"> • Ability to demonstrate, understand and apply our values <ul style="list-style-type: none"> ○ Be unusually brave ○ Discover what's possible ○ Push the limits ○ Be big hearted 	
Special Requirements		<ul style="list-style-type: none"> • Enhanced Disclosure & Barring Service Check • Right to work in the UK • Evidence of a commitment to promoting the welfare and safeguarding of children and young people • Role requires flexibility to meet academy needs 	