

Job Description - SENCO

Reporting to Salary/grade	Deputy Headteacher MPS/UPS and TLR 1B
Purpose	<p><u>Main Responsibilities</u></p> <ul style="list-style-type: none"> • Be responsible for leading, managing and developing staff in the Inclusion unit • Raise standards of student attainment and attitudes to learning of students with Special Educational Needs and Disabilities and in receipt of pupil premium • Promote, monitor and support student learning and be responsible for the progress of students with Special Educational Needs and Disabilities. • Ensure effective coordination of all aspects of Special Educational Needs and Disabilities Provision. • Maintain the school's register of SEND pupils and collate and update related records, ensuring they are available for reference with due consideration for confidentiality. • To develop the teaching body to ensure all teachers are 'teachers of inclusion' • To work with middle leaders to develop best practise for inclusive teaching and provision • To know best practice in pastoral care and disseminate that to colleagues. • Develop pastoral support programmes for students who need extra support, working DHT Pastoral. • Take a lead on several areas of the school's work which contribute to the provision of high-quality education for students in receipt of pupil premium funding • To monitor the progress of students in the Academy who are pupil premium and ensure that the pupil premium budget is allocated in an effective manner which has impact for all these students • To ensure that the pupil premium policy is a current document which accurately reflects spending in the Academy • To support students and families with their transition to secondary school • To co-ordinate transition days and activities across the year which promote the Academy and support young people's well-being through transition • To work with the staff body to ensure communication around individual pupils and their transition • To develop working partnerships with sixth form and local primary schools to ensure success for all students in our community <p>You are required to carry out the duties of a schoolteacher as set out in the Schoolteachers' Pay and Conditions Document and such specific additional duties which form part of this job description. All MAW staff are expected to play a full part in the life of the school community, to support the aims and</p>

	ethos of the school, and to encourage and ensure staff and pupils/students follow this example.
Main Duties	<p>Strategic planning/ operational:</p> <p>You will play a lead role in raising standards of student progress and attainment for all pupils/students by:</p> <ul style="list-style-type: none"> • working co-operatively with colleagues to formulate aims, objectives and strategic plans for the faculty which have coherence and relevance to the needs of SEND pupils/students and the aims, objectives and strategic plans and priorities of the school, • overseeing and managing all staff to ensure the work of the faculty fully reflects the school's ethos and aims, • actively monitoring and tracking SEND pupil/student progress, including pupils/students who are removed from the SEND register during their time at MSFG, devising strategies to address underachievement, including setting pupils/students individual targets, • In conjunction with the VLE lead, oversee the development of appropriate online assessments and resources to enhance independent learning and to accelerate and deepen learning and progress, • Having responsibility for the identification, assessment and review of pupils/students with SEND and evaluating their impact on teaching. Learning and progress, • Ensuring Risk Assessments and Health and Safety practices comply with national requirements and are continually updated and that all staff are informed, • Ensuring the integration of EHCP pupils into the mainstream curriculum as much as possible and for ensuring high quality and alternative SEND provision where appropriate • Establish positive working relationships with relevant outside agencies and liaise with them as appropriate.
Curriculum Provision	<p>You will be accountable for the development and delivery of quality first teaching for pupils on the SEND register as well as curriculum development for the whole faculty by:</p> <ul style="list-style-type: none"> • liaising with relevant members of the SLT, to ensure the delivery of an appropriate, comprehensive and high quality SEND curriculum programme, • ensuring the development of appropriate syllabuses, resources, schemes of work, marking and assessment policies, and teaching and learning strategies within the faculty, • interacting with colleagues across the school to promote a mutual understanding of the school curriculum and its impact on pupils/students with SEND with the aim of improving the attainment and progress of all through effective differentiation, • providing guidance and support on a choice of appropriate teaching and learning methods to engages, stretch and challenge pupils with SEND,

	<ul style="list-style-type: none"> • keeping up to date with national developments in SEND and inclusive practice, and teaching practice and methodology.
Staffing and Development	<p>You will be responsible for the day-to-day effective management and motivation of staff within the faculty, following the school's HR procedures and including:</p> <ul style="list-style-type: none"> • undertaking Performance Management review(s), • acting as Team Leader for a group of staff within the designated faculty, • identifying and supporting staff development needs across the school, • ensuring specialist teachers and Teaching Assistants are able to effectively support SEND pupils, • dealing with staff absence and cover arrangements, • participating actively in the school's professional learning programmes by sharing good practice relating to SEND through, for example, INSET, coaching and mentoring, development of subject resources and team teaching, • ensuring all staff recognize and fulfil their statutory responsibilities to pupils with SEND, • working collaboratively to ensure that the faculty's teaching commitment is effectively and efficiently timetabled and roomed within the constraints of the school accommodation, • Establish short-, medium- and long-term plans for the development and resourcing of the SEND provision.
Quality Assurance	<ul style="list-style-type: none"> • To adhere to school quality assurance procedures and those within subject/area. • To work within [or better] established common standards of practice within subject/area.
Communications	<ul style="list-style-type: none"> • To ensure effective communication and consultation, as appropriate, with the parents/carers of students, including written reports on students' attainment. • To ensure effective communication and consultation, as appropriate, with tutors, Year Attainment Managers, Assistant Headteachers and other staff members.
Pastoral	<ul style="list-style-type: none"> • To be responsible for safeguarding and promoting the welfare of students. • To monitor and support the overall progress and development of students/students within the subject/area and/or tutor group. • To monitor student attendance together with their progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary. • To act as a Form Tutor and to carry out the duties associated with that role. • To contribute to citizenship, work related, PLTS and Enterprise education according to school policy. • To ensure the Behaviour Management system, including rewards and sanctions, is implemented consistently in so that effective learning can take place.
Teaching	<ul style="list-style-type: none"> • To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.

Additional Duties	<ul style="list-style-type: none"> • To play a full part in the life of the school community, to support the aims and ethos of the school, and to encourage students to follow this example. • To contribute to the Extended School Out of Hours programmes. • To attend all Parents' Meetings relevant to the teaching of the department/faculty.
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Person Specification

Qualifications and Experience:

- Qualified teacher status and evidence of further professional development
- Experience in schools where students are drawn from diverse backgrounds
- Experience of teaching to a high standard in secondary education
- Experience of subject leadership in a post of responsibility
- Hold a National Award for SEN coordination (NASENCO) or a commitment to complete the training to gain the NASENCO within first three years at Mulberry.

Knowledge and Expertise

- An understanding of current national policies, curriculum developments and the statutory and legal framework within your subject area
- An understanding of appropriate strategies that will contribute to the further raising of pupil attainment, in a school with a high proportion of pupils for whom English is an additional language
- An understanding of the issues of inclusive education
- An understanding of the relevant management issues including leadership of teams of people
- An understanding of the use of ICT to support learning and teaching
- Knowledge of up to date matters of curriculum development

Skills and Abilities

- The ability to manage budgets and resources effectively
- Demonstrate strategic thinking and planning to realise the vision and aims of a department/ key stage area
- The ability to process, analyse and use data to inform decisions and raise standards of teaching and learning
- The capacity to develop good pedagogy and practice in learning and teaching
- The ability to contribute to the professional development of others
- Proven capacity to lead others in whole team improvement projects

Personal attributes

- Has a commitment to his/her own continuing professional development
- Present s a positive role model in carrying out duties and when representing the school
- Can work effectively as part of a team
- Is able to work under pressure and meet deadlines
- Values the education of young women
- Possess integrity and relates appropriately to inspire commitment, enthusiasm and

confidence from staff, pupils, governors and parents in promoting the values, ethos and standards of the school

This job description is correct at the date of publication and may alter over time as the service needs of the Trust change. The job description will be discussed as part of the Trust's appraisal policy and may be amended after discussion with the post holder

I acknowledge that I have read and understand the above job description in its entirety and am capable of performing all of the stated requirements