Outcomes First Group

Job Description
SENCO
Children Education

Job Title	*SENCO/Assistant Headteacher*
Responsible to	*Headteacher*
Responsible for	*All Children on Site*
Key Internal Contacts	*School Leadership Team* *Teaching Staff* *Support Staff*
Key External Contacts	*Service User relatives, advocates and others* *Placing Authorities and Service Providers* *Regulatory Authorities, Local services – statutory, voluntary and community,* *Neighbours, External Service providers*

JOB PURPOSE

Work with the Headteacher and therapy team to determine the strategic development of the SEND policy and provision. Provide professional guidance to colleagues and liaise and work with staff, parents, and other agencies to make sure that pupils with SEN receive appropriate support and high-quality teaching. Advise on the graduated approach to providing SEN support and differentiated teaching methods appropriate for individual pupils in liaison with the therapy team. Work with the Headteacher and school governors to make sure the school meets its responsibilities under the Equality Act 2010 with regard to reasonable adjustments and access arrangements

KEY TASK AREAS & RESPONSIBILITIES

- Liaise with parents/carers about pupil's needs and any provision made.
- Have day-to-day responsibility for the operation of the SEND policy and the co-ordination of specific provision made to support our pupils who have EHC plans.
- With the Headteacher, regularly review and evaluate the breadth and impact of the SEND support the school offers or can access and co-operate with the LA in reviewing the provision that is available locally and in developing the local offer.
- With the Headteacher, therapy team and teaching staff, identify any patterns in the school's identification of SEN, both within the school and in comparison with national data, and use these to reflect on and reinforce the quality of teaching.
- Be a point of contact for external agencies, especially the local authority (LA) and its support services, and work with external agencies to ensure that appropriate provision is provided.

- Liaise with potential next providers of education to make sure that the pupil and their parents are informed about options and that a smooth transition is planned.
- To develop with the Headteacher an annual whole school SEN improvement plan.
- To oversee all baselining and screening assessments on entry to the school and subsequent baseline testing to monitor effective progress.
- To provide good channels of communication between the Headteacher, the education team, parents, carers and relevant multi-agencies.
- To oversee and deliver where necessary programmes of intervention with a focus to improve pupil progress in literacy and numeracy.
- To create a well ordered and calm environment that is stimulating and purposeful for all pupils through close working with the behaviour management leader.
- To review and develop Teaching and Learning policy throughout the school within agreed areas of responsibility.
- To ensure clear differentiated learning objectives for each lesson are set.
- With the Headteacher, monitor to identify any staff who have specific training needs regarding SEN, and incorporate this into the school's plan for continuous professional development.
- To organise a whole school learning environment that enables pupils to take ownership of their learning.
- To take account of each pupil's culture and to ensure this is reflected in displays, materials and through the curriculum.
- To assist the school in its partnership with parents/carers; providing them with information about the curriculum, attainment, progress, and targets
- Make sure the school keeps its records of all pupils with SEND up to date and accurate.
- To oversee the development of detailed records of pupils' progress including the records of achievement.
- To ensure the teaching areas are in keeping with the pupil's needs.
- Prepare and review information for inclusion in the school's SEN information report and any updates to this policy.
- Assist the Headteacher in relation to the duties of an examinations officer.
- Provide feedback in reviews where the Headteacher is not available or as directed.
- To undertake any task under the reasonable direction of the Headteacher.
- To provide lesson cover on a regular basis to allow for PPA time and staff development, in line with the needs of the school and as directed by the Headteacher

Education Health Care Plans (EHCP)

- Plan and chair all Annual Reviews of pupil's with EHCPs, and produce written reports, ensuring the SEND Code of Practice is complied with.
- Ensure all teaching staff have the most up to date EHCP for their pupils and are working to the correct targets.
- Support teaching staff in setting short term targets to support the attainment of the long-term outcomes contained in a pupil's EHCP.
- Attend other multi agency meetings as required.

Personal Education Plans (ePEP)

- Organise and chair termly ePEP's for all looked after children ensuring academic progress is being made in line with expectations.
- Liaise with all professionals involved in the delivery of an ePEP ensuring all regulatory requirements have been met.
- Identify educational development needs which can be met by Pupil Premium Plus; apply for funding ensuring that funds are used in accordance with sanction to support educational attainment.
- Prepare the annual Allocation and Impact statement for all Pupil Premium Plus to be published on the website.

PERSON SPECIFICATION

Experience	**Essential**	**Desirable**
The skills and experience demanded of a successful teacher		
A sound understanding of the complexity of special educational needs		
The ability to build on the good practice in the school		
Experience of working with pupils with emotional & behavioural difficulties who may have challenging behaviour		
Experience in working in a multicultural environment		
Experience of working with a multi-professional team/residential school		
Experience of managing staff		
Experience of working with SEND pupils		
Skills		
Ability to work with a successful team		
A calm and positive attitude to all aspects of school life		

A caring and sensitive attitude towards pupils which values all individuals		
Ability to foster a feeling of mutual respect in both adults and pupils		
The ability to innovate, carefully plan and express ideas		
A commitment to the implementation of an Equal Opportunity Policy		
A commitment to safely managing the behaviour of vulnerable pupils		
An ability to give effective feedback		
Demonstrate good interpersonal skills		
Good understanding of curriculum issues across the whole range of subjects of the National Curriculum		
Good communication skills		
Ability to deliver courses across the whole range of subjects of the National Curriculum and to baseline and moderate work against National Curriculum standards		
Knowledge and understanding of the Ofsted Inspection process		
Qualifications & Training		
Qualified Teacher Status or equivalent		
To have completed the SENCo qualification		
Qualification in special educational needs		
Other		
Commitment to the values of the Organisation		
Driving licence and access to a car		