

JOB DESCRIPTION: **SENCO**

RESPONSIBLE TO: Principal @ Syon Manor College

JOB SUMMARY: The post holder will be expected to lead the support of learning across the College and co-ordinate flexible, person centred programmes of study for designated individuals and groups of young people with ASC, SEMH and complex needs. To take responsibility in developing the holistic provision and interventions for pupils in consultation with the Principal that will support the progress for all young persons.

HOURS OF WORK: 195 days per year (Term Time Only).
Hours to be agreed with the Principal

DUTIES AND RESPONSIBILITIES

Job Responsibilities:

1. To plan and chair all Annual Reviews of pupil's with statements of special educational needs or EHCPs, and produce written reports as required, as well as attend other multi agency meetings.
2. To provide good channels of communication between the Principal, the education team, parents, carers and relevant multi-agencies.
3. To oversee all baselining and screening assessments on entry to the College and subsequent baseline testing to monitor effective progress.
4. To develop with the Principal an annual whole College SEN improvement plan.
5. To oversee and deliver where necessary programmes of intervention with a focus to improve pupil progress in literacy and numeracy.
6. To review and develop Teaching and Learning policy throughout the College within agreed areas of responsibility.
7. To ensure clear differentiated learning objectives for each lesson are set.
8. To create a well ordered and calm environment that is stimulating and purposeful for all pupils through close working with the behaviour management leader.
9. To organise a whole College learning environment that enables pupils to take ownership of their learning.
10. To take account of each pupil's culture and to ensure this is reflected in displays, materials and through the curriculum.

11. To provide a welcoming and positive atmosphere for all stakeholders.
12. To ensure that Individual Education Plans are written and kept up to date for all pupils.
13. To assist the College in its partnership with parents/carers/residential staff; providing them with information about the curriculum, attainment, progress, and targets
14. Provide feedback in reviews where the Principal is not available or as directed.
15. To take responsibility for the line management and appraisal of learning support assistants.
16. To assist with the training of the learning support assistants and other colleagues as appropriate.
17. To assist and implement a broad, balanced, and relevant curriculum for all pupils.
18. Assist the Principal in relation to the duties of an examinations officer.
19. To undertake on-going assessment of the pupils attainment in relation to the schemes of work and their ILPs.
20. To oversee the development of detailed records of pupils' progress including the records of achievement.
21. To ensure the teaching areas are in keeping with the pupil's needs.
22. To undertake any task under the reasonable direction of the Principal.

**PERSON SPECIFICATION
SENCO**

General Characteristics	Essential	Desirable
The skills and experience demanded of a successful teacher	<input type="checkbox"/>	
A sound understanding of the complexity of special educational needs	<input type="checkbox"/>	
The ability to build on the good practice in the College	<input type="checkbox"/>	
Qualifications/Professional Development		
Good understanding of curriculum issues across the whole range of subjects.	<input type="checkbox"/>	
Good communication skills	<input type="checkbox"/>	
Ability to deliver courses across the whole range of subjects pertinent to the young person's interests and to baseline and moderate work against Subject Exam board standards	<input type="checkbox"/>	
Qualified teacher / Qualified Teacher and Learning status	<input type="checkbox"/>	
To have completed the SENCo qualification or be working towards	<input type="checkbox"/>	
Experience of working with pupils with emotional & behavioural difficulties who may have challenging behaviour	<input type="checkbox"/>	
Experience in working in a multicultural environment	<input type="checkbox"/>	
Experience of working with a multi-professional team/residential College		<input type="checkbox"/>
Experience of managing staff	<input type="checkbox"/>	
Experience of working with ASC learners	<input type="checkbox"/>	
Qualification in special educational needs	<input type="checkbox"/>	
Knowledge and understanding of the Ofsted Inspection process	<input type="checkbox"/>	
Personal Attributes		
Ability to work with a successful team	<input type="checkbox"/>	
A calm and positive attitude to all aspects of College life	<input type="checkbox"/>	
A caring and sensitive attitude towards pupils which values all individuals	<input type="checkbox"/>	
Ability to foster a feeling of mutual respect in both adults and pupils	<input type="checkbox"/>	
The ability to innovate, carefully plan and express ideas	<input type="checkbox"/>	
A commitment to the implementation of an Equal Opportunity Policy	<input type="checkbox"/>	
A commitment to safely managing the behaviour of vulnerable pupils	<input type="checkbox"/>	
An ability to give effective feedback	<input type="checkbox"/>	
Demonstrate good interpersonal skills	<input type="checkbox"/>	