

JOB DESCRIPTION

Job Title:	SENCo	Reporting to:	Headteacher
Location:	Within a CORE Education sponsored Academy (Rockwood, Arena, Jewellery Quarter, City Academy)	Annual salary:	MPR/UPR (appointment will be on a five-point range within this scale) Plus TLR1a - £8,291
Contract type:	Permanent	Hours of work:	Full Time

ROLE PURPOSE:


- Safeguard and promote the welfare of children and follow school policies including the staff code of conduct.
- Contribute to the ongoing development of the special educational needs (SEN) policy and provision in the school.
- Be responsible for day-to-day operations of the SEN policy and co-ordination of specific provision to support individual students with SEN or a disability in line with the SEND Code of Practice.
- Provide professional guidance to colleagues, working closely with staff, parents and other agencies.
- Lead the ongoing development and implementation of quality first teaching strategies to deliver high quality learning and sustained high achievement and attainment for those students who are supported by the Inclusion Department.
- To develop and monitor the effectiveness of programmes of work for Teaching and Support Staff to carry out with students.

FOR ALL PUPILS RECEIVING SEN SUPPORT, INCLUDING STATEMENTS OR EDUCATION, HEALTH AND CARE PLANS

- Support teachers and support staff to ensure quality first teaching includes adaptive teaching for pupils with SEN.
- Promote a pupil centred approach by involving pupils and parents.
- Oversee the delivery of the academy Graduated Response.
- Securing suitable interventions, alternative provision and/or specialist services.
- Plan transition.
- Request EHC assessments / transfer existing Statements to EHC Plans for pupils with complex needs who, over time, fail to respond to the graduated response provided by the school.
- Organise SEND Administration.

FOR EVERY PUPIL WITH A STATEMENT OR EDUCATION, HEALTH AND CARE PLAN (EHCP)

- Analyse and interpret documentation. Including capture information about the pupil's special educational needs and list proposed objectives and strategies to share with teaching / support staff.

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- Coordinate the deployment of resources as set out in the Statement / EHCP. Source electronic equipment, deploy additional duties and secure level agreement with suitable outside agencies to cover statement/EHCP requirements.
 - Facilitate multi-agency input. Identify suitable agencies for involvement with individual pupils, communicate concerns to parents and obtain consent for agency referrals, complete referral forms and pre-involvement checklists as per agency requirements. Meet with agency staff.
 - Conduct annual reviews. Collect, interpret and analyse information from all stakeholders, schedule and chair annual review meetings and write annual reports for submission to local authority.
 - Respond to consultations. For pupils requesting an academy to be named in their statement / EHCP, analyse and understand the complexity of the pupil's needs, and make a well-substantiated case.
 - Manage support staff. Recruit, supervise and train support staff, Coordinate and timetable deployment of support staff, arrange cover for absence, review in class observations and performance management.
 - Oversee and promote academy-wide inclusion. Write SEN policy documents, support the Senior Leadership Team, establish systems to collect data and Commission, secure and deploy appropriate resources to reinforce the teaching of pupils with SEN.
 - Any other duties commensurate with the post.

SPECIAL CONDITIONS OF EMPLOYMENT

REHABILITATION OF OFFENDERS ACT 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974.

Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions and reprimands being considered. Any arrests, convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Headteacher by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with CORE Education Trust Disciplinary Procedure.


HEALTH AND SAFETY

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in CORE Education Trust Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

EQUALITY AND DIVERSITY

CORE Education Trust is committed to equality and values diversity. As such, it is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this

DELIVERING A CORE EDUCATION



commitment. This Duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they encounter with dignity and respect and are entitled to expect this in return.

TRAINING AND DEVELOPMENT

The Academy has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

MOBILITY

The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Trust they may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions.

This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

CORE Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS (Disclosure and Barring Services) Check is required for all successful applicants.

Job Description Reviewed on:	May 2021
Job Description Reviewed by:	




CORE Education Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment. All posts will be subject to a DBS clearance at Enhanced level.

The Person Specification outlines the main attributes needed to adequately perform the post specified. It is intended to give prospective candidates a better understanding of the post requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

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	Essential	Desirable
Education, Training and Qualifications		
<ul style="list-style-type: none"> • Qualified to at least degree level. 	X	
<ul style="list-style-type: none"> • Achieved the National Award for SEN Coordination (or working towards). 	X	
<ul style="list-style-type: none"> • Eligible to work in the UK. 	X	
<ul style="list-style-type: none"> • Evidence of continuing professional development 	X	
<ul style="list-style-type: none"> • Must be a qualified teacher (not an NQT) 	X	
Experience, Knowledge, Skills /Competencies		
<ul style="list-style-type: none"> • Proven experience of working with parents, outside agencies and other partners to raise achievement. 	X	
<ul style="list-style-type: none"> • Experience of working in an environment with competing deadlines. 	X	
<ul style="list-style-type: none"> • Experience of delivering programmes to support learning and monitoring and evaluating individuals and cohorts of students which has led to increases in levels of progress. 	X	
<ul style="list-style-type: none"> • Proven experience of leading and managing, or significantly contributing to the success of a department or a team of staff through strong and impactful leadership, including experience of appraising, inducting, and training staff. 	X	



Personal Attributes		
<ul style="list-style-type: none"> • Strong interpersonal, written and oral communication skills. 	X	
<ul style="list-style-type: none"> • Genuine passion and a belief in the potential of every student. 	X	
<ul style="list-style-type: none"> • Strong organisational skills and ability to delegate. 	X	
<ul style="list-style-type: none"> • Effective use of data to inform and diagnose weaknesses that need addressing. 	X	
<ul style="list-style-type: none"> • Able to lead external relationships and can skillfully manage and maintain effective working relationships with parents and other stakeholders. 	X	
<ul style="list-style-type: none"> • Must be committed to safeguarding the welfare of children. 	X	