

JOB PROFILE		
Department:	Education	
Job title:	SENCO	
Reports to:	Head of Education (Teaching and Learning)	
Responsible for:	Responsible for the supervision and performance management of the Literacy and Numeracy specialists.	
Level/Grade:	Hours of work: Full or part time	Salary Scale: Teachers T&C plus TLR
<p>Job Purpose:</p> <p>To provide professional guidance in the area of SEN to all colleagues and lead day to day provision in order to secure high quality teaching and learning and the effective use of resources to bring about improved standards of achievement for all pupils and students.</p>		
Job Description		
<p>Key Accountabilities:</p> <ol style="list-style-type: none"> 1. Strategic Direction 2. Teaching & Learning 3. Curriculum Responsibility 4. Pupil and student Learning & Support 5. Leading & Managing Staff 6. Continuing Professional Development 7. Other duties 		
<p>Main Duties and Activities:</p> <p>Main Duties and Activities</p> <p>1. Strategic Direction</p> <ul style="list-style-type: none"> • In conjunction with the Head of Education, support the Principal and Governors in providing a clear vision and direction for the development of systems and processes designed to support Inclusion across both phases, primary and secondary. • Develop, implement, monitor and maintain SEN policies and practices which reflect the school's commitment to high achievement and which are consistent with national and school strategies and policies. • Take day-to-day responsibility for the operation of SEN policy and co-ordination of specific provision made to support individual pupils and students with SEN. • Work alongside the Head of Education (Integrated Services) and Head of Education (Teaching and Learning) to implement strategies for interventions at waves 1, 2 and 3 and coordinate provision mapping. • Establish short, medium and long-term plans for the development and resourcing of SEN. Monitor the progress made in achieving plans and targets, and evaluate the impact on teaching and learning. • Coach members of staff across the school to recognise and fulfil their statutory responsibilities to pupils and students. 		

- Provide training for colleagues.
- Disseminate good practice relating to SEN through INSET, coaching and mentoring mechanisms.
- Contribute to the School Development Plan.

2. Teaching & Learning

- Provide guidance on a choice of appropriate teaching and learning methods including modelling good practice.
- Use relevant systems for recording individual pupils'/students' progress, and collect and interpret specialist assessment data.
- Ensure schemes of work are differentiated appropriately and evaluate the impact on teaching and learning.
- Evaluate the quality of teaching and standards of achievement /attainment for pupils and students and set targets for quality controlled improvement.
- Ensure access to the curriculum for all pupils and students at appropriate levels to suit need and ability.

Liaise with the Head of Education (Integrated Services), Assessment Team and Subject Leaders/Form Tutors to ensure appropriate communication between school and home / care, and school and other agencies.

3. Curriculum responsibility

- To work with the behaviour team to co-ordinate provision for pupils and students whose behaviour is challenging.
- Develop the range of interventions offered at waves 1, 2 and 3.
- To liaise with the admissions officer to facilitate admissions and ensure that admission documentation provides relevant information to identify and lead on the baseline and continuous assessment of all pupils and students and to ensure the curriculum provisions meet their needs.
- To assist teachers with information about individual pupil/student needs.
- To devise learning and behavioural strategies and programmes with class teachers including Personal Learning Plans (PLP) which span the waking day curriculum, in response to individual pupil/student needs.
- To ensure that appropriate records are kept of individual pupils'/students' needs and the steps taken to meet them and that appropriate reviews are undertaken.
- To ensure that the progress of pupils and students is monitored and that their needs are defined and met.
- To refer to the Principal and Senior Leadership Team any pupils and students whose needs cannot be met by the school supported by relevant and secure evidence.
- To liaise with the school's Examinations Officer to ensure appropriate pupil and student support is in place with regard to reasonable adjustments and access arrangements.
- To work with subject leaders and class teachers on curriculum materials and teaching methods to develop a differentiated and personalised curriculum which meets the needs of all pupils and students on an individual basis.
- To advise on the selection for purchase, care and allocation of resources within the department allowance.
- To be the coordinator for 'Gifted and Talent' pupils and students and organise for their provision.
- To be the coordinator for 'Pupil Premium' pupils and students and organise for their provision.
- To be the coordinator for 'Looked After' (LAC) pupils and students and organise for their provision.
- To manage the SEN budget and advise on the deployment of the school's delegated budget and other resources to meet pupils' and students' needs effectively

4. Pupil Learning and Support

- To review pupils and students with statements of SEN, PLPs and provision maps, as required by the school, LEA or national law.
- To liaise with the Educational Psychologists, LA support teams, Education Welfare Service, Education Social Worker Service and any outside agencies working with pupils and students.
- To seek disapplication from the National Curriculum where assessment of a pupil/student's needs indicate that this would be beneficial for the pupil/student.

- To liaise with school care / pastoral staff, tutors and families.
- To liaise with the Form Tutors concerning Attendance, Behaviour and Attitudes / Good Manners.
- To work with KS2 and KS5 coordinators in liaising with feeder schools and colleges for further education to manage any resources human or physical that the LA allocate to the School for individual pupils and students.
- To undertake effective liaison with families and community groups.
- To assist class teachers / subject leaders in the preparation of pupils and students and to liaise with the SLT to ensure good communication between trans-disciplinary team around the pupil/student
- To ensure appropriate risk assessment and Health and Safety procedures, and to seek advice from appropriate agencies to support pupils'/students' development.
- To attend relevant training and disseminate to all colleagues.
- To liaise with the ICT Systems Manager in the management and use of hardware and software.
- Use assessment and tracking data alongside access arrangements to inform use of technology
- To communicate regularly with families and the wider community about developments via phonecalls, newsletters, the school's website, parent afternoons, etc.
- To develop procedures for recognising, rewarding and accrediting pupils' achievements.
- To play a part in the implementation of school policies with respect to:
 - General school duties
 - Cover for absent colleagues
 - Organisation of examination provisions

5. Leading and Managing Staff

- Develop an understanding of SEN across curriculum teams and individuals ensuring a whole school approach to school improvement.
- Implement training, coaching and mentoring systems to support and develop all staff.
- Plan, delegate and evaluate work carried out by teams and individuals, and ensure a consistent approach regarding SEN across the school, particularly with regard to the annual review process and reporting
- Promote a creative and collaborative working environment.
- Create, maintain and enhance effective relationships.
- Use ICT in the leadership and management of the responsibilities of this post.
- Implement systems in and around the school that maintain the highest standards of pupil and student behaviour and the progress of all pupils and students.
- Deployment and training of the Teaching Assistants and the Numeracy and Literacy Additional Support Teaching Assistants.

6. Continuing Professional Development

- To take part in the school's staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in relevant areas including subject knowledge and teaching methods.
- To engage in the Performance Management Review process.
- Undergo regular observations and participate in regular in-service training (INSET) as part of continuing professional development (CPD).

7. Other

- Carry out such other duties as could be expected of a Teacher in a Residential Special School
- Drive school vehicles when required
- Be aware of school policies and procedures
- Ensure own safeguarding and behaviour management qualifications are up to date
- Organise and take part in educational visits, including undertaking risk assessments
- Attend and contribute to meetings, open days and other events as required.

<ul style="list-style-type: none"> Ability to produce careful, accurate, positive and well written reports, policies, guidance, letters and memos. 	D	
Personal Attributes		
<ul style="list-style-type: none"> Commitment to meeting the needs of our pupils and students and their families Ability to work sensitively with a variety of people and stakeholders Ability to reflect on own practice and learn from experiences Reliability and integrity & Creativity in problem solving and a willingness to try new approaches Self-motivated and able to work unsupervised Able to quickly engage and build appropriate relationships with children High levels of emotional literacy Dependable and reliable, with an excellent record of attendance (above 95%) Willing to go the extra mile, have high levels of stamina, energy and determination Flexible, able to respond quickly to changes and think on your feet A commitment to inclusive education and a determination to meet to the needs of individual learners A positive and resilient attitude to the changing demands of the school Ambitious about raising standards for all pupils and students Genuine commitment to the ethos and work at St Dominic's School 	<p>E E E E E E D E E D D E E E</p>	<p> </p>
<p>This job description is not necessarily an exhaustive list of duties but is intended to reflect the range of duties the post-holder will perform. The job description will be reviewed regularly and may be changed in the light of experience and in consultation with the post holder.</p> <p>Date produced: March 2017</p>		