

## Job Description & Person Specification

1. JOB TITLE	SENDCO
2. GRADE	OHCAT MPS/UPS Teachers T&C
3. DBS REQUIREMENTS	Enhanced
4. Hours	36 hours per week, term time
5. SUPERVISED BY	Principal
6. SUPERVISION EXERCISED	Directly: None Indirectly: None
7. CONTACTS	Internal: Staff and students External: Families, Social services, Youth offending service

## Job Description

### Key objective of the role:

To provide professional guidance in the area of SEN/SEMH 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 students.

### Areas of responsibility:

#### *Strategic Direction*

- In conjunction with the Principal, support the SLT 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/SEMH 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/SEMH policy and co-ordination of specific provision made to support individual students with SEMH.
- Work alongside the Principal and SLT to implement strategies for interventions and coordinate provision mapping.

- Establish short, medium and long-term plans for the development and resourcing of SEN/SEMH. 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 students.
- Provide training for colleagues.
- Disseminate good practice relating to SEN through INSET, coaching and mentoring mechanisms.
- Contribute to the School Development Plan.

### *Teaching & Learning*

- Provide guidance on a choice of appropriate teaching and learning methods including modelling good practice.
- Use relevant systems for recording individual 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 students and set targets for quality controlled improvement.
- Ensure access to the curriculum for all students at appropriate levels to suit need and ability.
- Liaise with the Senior Leadership Team, Behaviour Team and Teachers to ensure appropriate communication between school and home and school and other agencies.

### *Curriculum responsibility*

- To work with the behaviour team to co-ordinate provision for students whose behaviour is challenging.
- 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 students and to ensure the curriculum provisions meet their needs.
- To assist teachers with information about individual student needs.
- To devise learning and behavioural strategies and programmes with class teachers including Personal Learning Plans (PLP) which span the curriculum, in response to individual student needs.
- To ensure that appropriate records are kept of individual students' needs and the steps taken to meet them and that appropriate reviews are undertaken.
- To ensure that the progress of students is monitored and that their needs are defined and met.
- To refer to the Principal and Senior Leadership Team 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 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 students on an individual basis.

- To advise on the selection for purchase, care and allocation of resources within the department allowance.
- To manage the SEN/SEMH budget and advise on the deployment of the school's delegated budget and other resources to meet students' needs effectively

### *Pupil Learning and Support*

- To review all students statements of SEN, EHCPs and provision maps, as required by the school, LA 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 students.
- To liaise with school/ pastoral staff, teachers and families.
- To liaise with the Teachers/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 students.
- To undertake effective liaison with families and community groups.
- To assist class teachers / subject leaders in the preparation of students and to liaise with the SLT to ensure good communication between trans-disciplinary team around the student
- To ensure appropriate risk assessment and Health and Safety procedures, and to seek advice from appropriate agencies to support students' development.
- To attend relevant training and disseminate to all colleagues.
- 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 students' achievements.
- To contribute to the implementation of school policies with respect to:
  - General school duties
  - Cover for absent colleagues
  - Organisation of examination provisions

### *Leading and Managing Staff*

- Develop an understanding of SEN/SEMH 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/SEMH 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 student behaviour and the progress of all students.
- Deployment and training of the Teaching Assistants

### *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 ensure an appropriate CPD program for support staff is in place.
- 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).

### *Other*

- Carry out such other duties as could be expected of a Teacher within an SEMH/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.

**This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Data and Barring Service (DBS) as part Orchard Hill College & Academy Trust's pre-employment checks**