



AVON VALLEY COLLEGE

JOB DESCRIPTION: SENCO

Reports to : Principal
Start date : January 2018
Salary : Negotiable depending on experience.

The Role

To provide professional leadership and management of the SEND team so as to secure appropriate curriculum provision, high quality teaching, improved standards of learning, and high levels of achievement for all students with SEND and other identified barriers to learning.

The post is also intrinsically linked to the current statutory guidance on special educational needs and disability (SEND) and as SENCO to ensure Avon Valley College is compliant in all areas of SEND policy and practice and that all legal and statutory requirements are met for students with SEND.

Strategic Focus

In addition to the professional attributes of The Teachers Standards, the post holder will be expected:

- To inspire respect from staff and students
- To initiate and manage innovative change effectively
- To demonstrate effective decision making, forward planning, excellent communication and acceptance of responsibility
- To support the creation and implementation of the school improvement plan and to take responsibility for appropriately delegated aspects of it
- To work in partnership with other middle leaders and members of the SLT, the wider staff body, parents, carers and external agencies to coordinate the SEND and EAL provision across the school
- To report to the Principal and Trust Board as requested, specifically through Department Reviews, and to ensure that all OFSTED requirements are addressed
- To work in partnership with neighbouring schools and external agencies in securing a successful transition into the school for all students with SEND or other barriers to learning

Operational Purpose

- To line manage the day to day work of the SEND team ensuring all of the team are up-to-date and implementing the schools SEND policy
- To ensure all students with SEND have a current Access Plan, that is co-constructed with all stakeholders and is communicated to staff to ensure that students with SEND are able to access the curriculum and thrive in school
- To attend, and where relevant lead any meetings, including those with external professionals
- To actively participate in Academy wide and local cluster groups to ensure our students have access to the best possible offer to support their needs
- To oversee the work of mentors and be the 'named designated teacher'
- To ensure students with specific learning difficulties, health issues and English as an Additional Language make expected progress and thrive in school.
- To play a full part in performance management
- Report to the Vice / Principal detailed analysis and action planning following each data trawl.
- To ensure that all national and local procedures are followed in relation to the preparation of students for examinations (including internal exams) so that access arrangements are in place to support students wherever required.
- Be responsible for the development of a successful Inclusion department provision that enables the students of Avon Valley College to meet their potential and often exceed it.
- Liaising with: Principal, SLT, other HODs and all other relevant staff to be the link and advocate for students with SEND, LAC, EAL and medical needs
- To attend student support meetings to work with a core teams (internal and external) to plan interventions for students requiring additional support to access the curriculum

Curriculum

- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher. The level of contact time will be reviewed each year in accordance with staffing levels and priorities.
- Identify and adopt the most effective teaching approaches for students with SEND and share approaches with colleagues through regular CPD
- Monitor teaching and learning activities to ensure they meet the needs of students with SEND, EAL, LAC and medical needs both within and beyond the department
- To support the development of a robust SEND curriculum
- To coordinate a programme of support for those students who are not yet making adequate progress including advising on or creating a graduated response
- To contribute to new staff/NQT induction processes including delivery of training as appropriate.
- To remain up to date on national and local developments in teaching and in particular the teaching of SEND and EAL and be fully involved in the planning for future developments.

Staffing

- To work with the Vice/ Principal to ensure that staff training needs are identified in a timely manner and appropriate training opportunities are available.
- To continue own professional and personal development.
- To participate in the interview process for teaching and support staff posts when required, to ensure effective induction of new staff, including newly qualified teachers & support staff, into the department.
- To ensure all staff understand the distinctive qualities of the Rights Respecting Ethos that underpins the work of Avon Valley College

Leadership and Management

- Ensure the school SEN register is up to date and all stake holders are fully informed about support programmes and Access Plans in place/planned.
- Ensure Access Plans are monitored regularly, are live documents and their impact is assessed and progress can be evidenced.
- Encourage all members of staff to recognise and fulfil their statutory responsibilities to students with SEND
- Take the lead in constructing the school's provision map ensuring intervention programmes target the right students and staff expertise is deployed appropriately.
- Provide training opportunities for teaching assistants, teachers and other stake holders to learn about SEND and EAL and work with other colleagues to deliver training on specific intervention programmes.
- Disseminate good practice in SEND across the school.
- Identify resources needed to meet the needs of students with SEND and advise the Principal of priorities for expenditure.
- Take the lead in liaising, co-ordinating and managing all external support offered to school to best meet the needs of the students
- Ensure all processes are in place to enable effective SEN transition communication between key stages.
- Lead EHCP annual review meetings

Recording and assessment

- Work with colleagues to set challenging targets for raising achievement among students with SEND.
- To ensure all records for SEND students are up to date
- Ensure robust tracking systems are in place to collect and interpret specific student level assessment data allowing the school to identify value-added by its quality first teaching programme and intervention strategies.
- Collect and interpret specialist assessment data gathered on students and use to inform practice
- Set up systems for screening students at "point of entry" identifying, assessing and reviewing provision for SEND children once identified.

- Write and submit Education, Health Care Plans in a timely fashion so students can access the appropriate support for their needs
- Oversee access arrangements for all examinations

Standards and quality assurance

- Regularly conduct Learning walk and book looks in line with school policy to quality assure the provision for SEND and EAL students both within and beyond the SEND department Support the aims and ethos of the school.
- Set a good example in terms of dress, punctuality and attendance
- Attend and participate in open evenings and student performances
- Uphold the school's behaviour code and uniform regulations
- Participate in and lead staff training
- Attend team and staff meetings
- Develop links with parents, carers, local schools and other agencies

Other responsibilities pertinent to this position

- To attend all relevant (middle leader) meetings
- To review and update Department policies and the Department literature as necessary
- To play a full part in Performance Management
- To engage with appropriate training opportunities to promote professional effectiveness in this role To support the self-evaluation process
- To undertake the role of a classroom teacher

Notes

- The above responsibilities are subject to the general duties contained in the statement of Conditions of Employment
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent in carrying them out and no part of it may be so construed.
- This job description is not necessarily a comprehensive definition of the post. It may be amended at any time, following consultation between the Principal /Vice Principal, and will be reviewed as appropriate
- Every member of staff has a responsibility to safeguard and promote the welfare of students



AVON VALLEY COLLEGE

PERSON SPECIFICATION: SENCO

Qualifications and experience criteria	Essential	Desirable
o Degree in appropriate subject area	√	
o QTS	√	
o Evidence of completion of the National SENCO Qualification or a willingness to complete the qualification within the two years after appointment.	√	
o Excellent subject knowledge	√	
o Evidence of continuing professional development	√	
o Understanding of self-evaluation and monitoring	√	
o Use of ICT in teaching		√
o Up-to-date with current developments in SEND legislation and approaches.	√	
o Experience of organising extra-curricular activities including successful interventions		√
o Knowledge of school Self Evaluation processes	√	
o Excellent Interpersonal skills with a range of stakeholders and external agencies	√	

Relevant Skills and Aptitudes	Essential	Desirable
o To be a typically 'good' teacher	√	
o To enthuse students by teaching imaginatively, employing a variety of teaching styles	√	
o Ability and experience of leading other members of staff in improving practice /raising attainment		√
o To create a positive, inclusive learning environment	√	
o To differentiate teaching so that the learning of all students is addressed	√	
o To be able to analyse relevant data to inform teaching and to set challenging targets for students and staff	√	
o To be a 'glass half full' person, always positive and solution focused	√	