

Job description: special educational needs co-ordinator (SENCO)

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Job details

Job title: Special educational needs co-ordinator Salary: Main Scale plus 1 SEN point plus 1 TLR

Contract type: full time fixed contract for one year

Reporting to: Head of School and Deputy Head

Main purpose

The SENCO, under the direction of the head of school, will:

- › Be responsible for the coordination of all therapies including liaison with therapists, timetabling, referrals and review of impact
- › Deliver training and intervention on communication and sensory provision
- › Coordinate the annual review process
- › Coordinating family support: FEH, TAFs
- › Contribute to whole school safeguarding coordination through their role as DDSL
- › Coordinate attendance monitoring, analysis and support
- › Be responsible for day-to-day co-ordination of therapeutic provision to support individual pupils / groups of pupils and their families
- › Provide professional guidance to colleagues, working closely with staff, parents and other agencies
- › The SENCO will be expected to fulfil the responsibilities of a teacher, as set out in the STPCD

Duties and responsibilities

Strategic development of SEN policy and provision

- › Have a strategic overview of provision for pupils with SEN or a disability across the school, monitoring and reviewing the quality of provision, specifically through the annual review process
- › Contribute to school self-evaluation, particularly with respect to provision for pupils with SEN or a disability
- › Coordinate the SEN policy, ensuring objectives are reflected in practice
- › Maintain up-to-date knowledge of national and local initiatives that may affect the school's policy and practice
- › Evaluate whether funding is being used effectively, and suggest changes to make use of funding more effective

Operation of the SEN policy and co-ordination of provision

- › Coordinate provision maps for all therapeutic input
- › Provide guidance to colleagues on teaching pupils with ASD
- › Be aware of the provision in the local offer
- › Work with external agencies including other schools, educational psychologists, health and social care professionals
- › Be a key point of contact for external agencies
- › Implement and lead intervention groups and evaluate their effectiveness

Support for pupils with SEN or a disability

- › Co-ordinate therapies to ensure provision that meets the pupil's needs, and monitor its effectiveness
- › Ensure records are maintained and kept up to date
- › Review the education, health and care plan (EHCP) with parents or carers and the pupil
- › Communicate regularly with parents/carers
- › Coordinate transitions for pupils joining or leaving the school

Leadership and management

- › Work with the SMT to ensure the school meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements
- › Prepare and review information the Trust is required to publish
- › Contribute to the SDP and whole-school policy
- › Identify training needs for staff and how to meet these needs
- › Lead INSET for staff
- › Share procedural information, such as the school's SEN policy
- › Promote an ethos and culture that supports the school's SEN policy and promotes good outcomes for pupils with autism
- › Lead and manage teaching assistants (TAs) working with pupils with SEN or a disability

Safeguarding

- › Contribute to whole school safeguarding in the role of DDSL
- › Work with the Head of School and Deputy Headteacher to secure effective safeguarding for all
- › Remain alert to the fact that pupils with SEN may be more vulnerable to safeguarding challenges

The SENCO will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the SENCO will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Head of School.

Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> ➤ Qualified teacher status ➤ National Award for SEN Co-ordination, or a willingness to complete it within 3 years of appointment
Experience	<ul style="list-style-type: none"> ➤ Excellent teaching experience in a special school setting ➤ Experience of working at a whole-school level ➤ Involvement in self-evaluation and development planning ➤ Experience developing provision and interventions for communication and sensory needs ➤ Experience planning and delivering training ➤ Experience of working with families
Skills and knowledge	<ul style="list-style-type: none"> ➤ Sound knowledge of strategies to support children and young people with ASD ➤ Sound knowledge of the SEND Code of Practice ➤ Understanding of effective intervention strategies for pupils with ASD ➤ Ability to plan and evaluate interventions ➤ Data analysis skills and the ability to use data to inform provision planning ➤ Effective communication and interpersonal skills ➤ Ability to build effective working relationships ➤ Ability to influence and negotiate ➤ Good record-keeping skills
Personal qualities	<ul style="list-style-type: none"> ➤ Commitment to getting the best outcomes for pupils and promoting the ethos and values of the school ➤ Commitment to equal opportunities and securing good outcomes for pupils with SEN or a disability ➤ Ability to work under pressure and prioritise effectively ➤ Commitment to maintaining confidentiality at all times ➤ Commitment to safeguarding and equality

Notes:

This job description may be amended at any time in consultation with the postholder.

Date: _____