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| **JOB DESCRIPTION** | | | | | | |
| **job title** | | | SENCO | | | |
| **grade** | | | MPS / UPS + TLR 1 | |  |  | |
| **location** | | | Unity College |  | | |
| **job purpose:** | | **The main objectives to be achieved by the Postholder** | | | | |
| 1. To provide highly effective and strategic leadership of the SEND department and SEND provision across the college and to ensure all statutory requirements are in place. 2. To monitor, support and have accountability for the overall progress and development of SEND students as a leader and manager across the college. 3. To contribute to college strategic and development planning and to lead whole college developments in the area of SEND. 4. To develop and enhance the teaching practice of others. 5. To support the ethos of the college. | | | | | | |
| main activities | What the Postholder will actually do  **What prescribed duties the postholder will have** | | | | | |
| **Key Leadership and Management Responsibilities:**  In addition to carrying out the professional duties of a teacher other than a Headteacher, as described in the Teachers' Pay and Conditions Document, you will be responsible to the Headteacher for tasks including:   * To contribute to the effective day to day operation of the college * To communicate with governors, the Headteacher, SLT, colleagues, parents and outside agencies as appropriate. * To provide the Headteacher with appropriate, accurate and timely information to enable continuous evaluation of performance. | | | | | | |
| **Main Purposes of Role:**   * The oversight, co-ordination, development and evaluation of SEND Policy and Practice across the college, in collaboration with the Senior Leadership Team and according to the requirements of the Code of Practice. * To take responsibility for the operational management of all SEND staff, their resources and accommodation. * In collaboration with the Headteacher and SLT, recruit and deploy SEND staff in line with budget constraints. * To support departments in developing and maintaining a high standard of learning support in all settings. * To support and develop strong working relationships with all outside agencies. * To lead and manage the support for SEND students requiring examination access arrangements via the SEND team in liaison with subject areas, the SLT and the Examinations Officer. | | | | | | |
| **Key Accountabilities:**   * To maintain the SEND Register. * To maintain, update and oversee records of SEND support and progress. * To set up systems for identifying, assessing and reviewing SEND. * To collect, interpret and make use of assessment data. * To develop, manage, monitor and evaluate appropriate support programmes. * To monitor teaching and learning activities to meet the needs of students with SEND. * To teach students with SEND according to support programmes. * To ensure all staff are kept informed of student needs and support programmes. * To assist the Headteacher and SLT in developing innovative programmes of support which foster best practice and engage students thus accelerating their learning. * To engage with a range of external agencies including health, education welfare, social services and to maintain links to these local specialists who can provide in-depth practical help and support where necessary. * To pursue personal and professional development opportunities to meet the changing demands of the job. * To organise appropriate training activities and to encourage and support staff in their development and training. * To assist the Headteacher and SLT in preparing, implementing and updating the College Improvement Plan in relation to all aspects of SEND. | | | | | | |
| **Specific Leadership and Management Responsibilities:**   * To complete the support timetable consulting, as appropriate, with heads of subject, student support team, subject teachers and support teachers. * To organise, manage and monitor Teaching Assistants as appropriate for students with EHCP’s. * To ensure IEPs are in place and to monitor their implementation and review. * To ensure that the college and SEND Department are well informed with regard key issues in SEND. * To be responsible for the training of members of the college regarding SEND. * To advise departments on ways to develop suitable resources and strategies for teaching students with special needs. * To be responsible for whole college staff development and training concerning the management, teaching and learning of students with special needs. * To advise staff of suitable courses to enhance their skills in the management and learning of students with special needs. * To regularly disseminate good practice in SEND across the college. * To liaise with external support services as appropriate. * To liaise effectively with the Student Support Services and Senior Leadership team. * To liaise with primary colleges in relation to students with special needs including secondary transfer. * To attend, support and participate in Open Evenings, Transition, Induction and Options Evening events. * To participate in a range of meetings and reviews with colleagues, parents or carers and outside agencies. * To hold responsibility for the effective deployment of the delegated budget for SEND. | | | | | | |
| **Other Management Roles:**   * To contribute to the monitoring of standards of teaching & learning. * To contribute to the effective day to day operation of the college. * To participate in and support Appraisal arrangements. * To work with SLT to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs. * To analyse and evaluate SEND performance data. * To produce reports on SEND examination performance. * To adhere to published college policies and procedures, including taking responsibility for the annual review of all SEN related policies and procedures, including annual performance and QA reports. * To communicate with governors, the Headteacher, SLT, colleagues, parents and outside agencies as appropriate. * To play a full part in the life of the college community, to support its ethos and encourage staff and students to follow this example. | | | | | | |
| This appointment is subject to the current conditions of employment contained in the College Teachers’ Pay and Conditions Document, the Education Act 1997, the required standards for Qualified Teacher Status, other current educational legislation and the college’s articles of government. This job description may be amended at any time following discussion between the Headteacher and member of staff.  All staff have a responsibility for promoting and safeguarding the welfare of children and young persons they are responsible for or come into contact with.  The post holder shall be subject to all relevant statutory and institutional requirements and must comply with all General Data Protection Regulations (GDPR).  This job description should be read in conjunction with the conditions of Employment for College Teachers DfE 2018. | | | | | | |
| **Note:** In addition, other duties at no higher level of responsibility may be interchanged with/added to this list as required. | | | | | | |