



Hadlow Rural Community School

Job Description

Post Title:	SENCO
--------------------	--------------

Areas of Responsibility and Key Tasks:-

In addition to the responsibilities noted below, the post has the job description and responsibilities of a classroom teacher.

Additional Responsibilities:-

- To ensure that SEND facilities and provision are effectively lead and managed
- To ensure all statutory and legal requirements are met for pupils with SEND
- To take day to day responsibility for the provision for pupils with SEND and provide professional guidance to staff in the area of SEND
- Develop a systematic whole school approach to the needs of pupils with SEND
- Monitor the quality of SEND support and teaching (TA's and teachers)
- Liaising with and co-ordinating the contribution of external agencies for SEND pupils and provision
- Monitor the attainment and progress, as well as the welfare and well-being of pupils with SEND
- Support and influence teaching to promote inclusion
- Lead on CPD to support staff in maximising achievement for SEND pupils
- Co-ordinate special arrangements in external examinations for pupils with specific requirements
- Support and develop initiatives to improve standards of literacy and numeracy
- Oversee and monitor the quality of IEP's, reviewing and updating these as necessary
- Coordinate and lead on High Needs Funding applications
- Have the overview of the Pupil Premium Strategy
- Lead your team to continual improvement of provision, line managing all TA's in Hadlow Rural Community School
- Develop systems and infrastructure to ensure ease of communication and fulfilment of statutory responsibilities
- Deploy resources (human and otherwise) effectively to maximise the achievement of pupils with SEND
- To attend and contribute to staff meetings
- To take part in and contribute in delivery of INSET

- To develop and co-ordinate a system of assessment within your subject area, including tracking and intervention of pupils
- To be responsible for the review, development and purchase of resources for your subject
- To support the pastoral work of the school including, if required, as a form tutor
- To perform an equitable share of duties
- To participate and attend meetings with parents and colleagues as necessary and required by directed time
- To participate in the school's Performance Management System – possibly as a reviewer of more junior colleagues
- Ensure the School's Health and Safety policies and regulations are adhered to by all staff and pupils
- Work to promote and contribute to the School's Equal Opportunities Policies
- Contribute and promote safeguarding at all times, to ensure the safety and security of pupils, staff and stakeholders

This description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exhaustive definition. It may be subject to modification and the post holder may be required to undertake additional duties as required by the Headteacher.

Person Specification - SENCO

		Essential	Desirable
	Qualifications		
1.	QTS	√	
2.	Good Honours Degree (2:2 or higher)		√
3.	Further Accredited qualifications and CPD		√
4.	Experience of working with pupils with SEND	√	
5.	Qualified SENCO or willingness to train to achieve this status	√	
	Professional Development		
1.	Evidence of relevant CPD	√	
2.	Demonstrating an active role in the school beyond your own subject	√	
3.	Evidence of leading CPD for others		√
4.	Demonstrating an active role in the wider community		√
	Experience		
1.	Experience of teaching in secondary schools	√	
2.	Evidence of good teaching	√	
3.	Evidence of good outcomes for pupils in your care	√	
4.	Evidence of supporting pupils with SEND to make excellent progress	√	
5.	Leading teams of staff to unified success		√
6.	Evidence of outstanding teaching		√
7.	Evidence of outstanding outcomes for pupils in your care		√
	Knowledge & Skills		
1.	Thorough knowledge of current statutory requirements for SEND pupils	√	
2.	Ability to work as part of a team	√	
3.	Ability to deliver a second subject at KS3 level		√
4.	Understanding of equal opportunities issues in an education context	√	
5.	An understanding of safeguarding and its importance within a School environment	√	
	Personal Attributes		
1.	Organisational ability and a reflective practitioner	√	
2.	Flexibility, enthusiasm and commitment	√	
3.	High expectations of students and high standards of your own work	√	
4.	Suitable to work with children.	√	
5.	An excellent attendance record	√	