**Upper School SENCO**

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| **Reports to:** | Headteacher |
| **Salary/Grade:** | Competitive |
| **Hours/Weeks** | Full time |
| **Job Purpose:** | Ensuring all students, including those with SEND, can participate fully in all activities and have their needs met |
| **Key Responsibilities:**  **Leadership and Strategy**   * Develop, implement, and review the school’s SEND policy in line with statutory guidance. * Provide strategic direction and leadership for SEND across the school, specifically focusing KS4 and KS5. * Advise SLT on the deployment of staff and resources to support pupils with SEND. * Ensure the school meets its statutory duties with regard to the SEND Code of Practice and the Equality Act (2010). * Contribute to the School Improvement Plan and self-evaluation in relation to SEND provision. * Identify, or be, the Designated Teacher for LAC and PLAC children and allocate funding accordingly. * Co-ordinate Access Arrangements within the duty under the Equality Act 2010 to make reasonable adjustments for children with specific needs such as SEND.   **Identification and Assessment**   * Oversee the identification and assessment of pupils with SEND. * Coordinate, appropriate interventions and ensure timely referrals to external agencies. * Maintain accurate and up-to-date SEND records, including the SEND register and provision maps. * Lead on the development, implementation, and review of individual support plans (e.g. EHCPs, IEPs, PEPs). * Oversee the identification and awarding of Access Arrangements to children with specific needs.   **Teaching and Learning**   * Promote high-quality inclusive teaching across the school through coaching and CPD. * Work with teachers to ensure differentiated, accessible learning opportunities for pupils with SEND. * Monitor the progress of pupils with SEND and evaluate the impact of interventions, as well as ensuring Access Arrangements are put in place for children with specific needs. * Support staff with strategies to manage behaviour, cognition, communication, SEMH, sensory and physical needs.   **Working with Others**   * Build positive relationships with parents/carers and involve them in decision-making processes. * Liaise with external agencies such as Educational Psychologists, Speech and Language Therapists, and Social Services. * Work collaboratively with the Designated Safeguarding Lead (DSL), Pastoral team, and Heads of Year. * Report regularly to the Governing Body on SEND provision and outcomes.   **Management and Administration**   * Line-manage teaching assistants and other support staff involved in SEND provision. * Manage the SEND budget effectively and ensure value for money. * Coordinate and lead Annual Reviews and other statutory meetings. * Ensure compliance with Kent County Council’s Local Offer and contribute where appropriate.   **Person Specification:**  Essential:   * Qualified Teacher Status (QTS) * NPQSEND (or willingness to complete within 3 years) * Proven experience in teaching and/or coordinating SEND provision * Strong understanding of the SEND Code of Practice and inclusive education * Excellent interpersonal and communication skills * Ability to work strategically and manage change   Desirable:   * Experience in a secondary school setting * Knowledge of Kent’s local SEND systems and processes * Experience working with pupils with a range of needs, including SEMH and ASC * Training in relevant intervention programs or approaches (e.g. ELKLAN, Thrive, ELSA) | |