**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)
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