



## **The Gateway Primary Academy**

**Job Description: SENCo**

**Pay Scale: MPS / UPS / Leadership scale**

**Responsible to: The Headteacher**

**The leader is required to carry out the duties of a teacher as set out in the School Teachers Pay and Conditions document and the Teachers' Standards.**

### **Overall Responsibilities**

- To be accountable for the standards attained by pupils in the following vulnerable groups; SEND, EAL, Disadvantaged, looked after children
- Take an active role in monitoring pupil attainment and progress across the school with senior leaders
- To monitor the effectiveness of provision and standards of attainment for all pupils and report outcomes to all stakeholders
- Create intimate care plans and support staff in the delivery of the plan
- To lead, manage and maintain high quality provision for pupils with Additional Educational Needs which enables excellent learning outcomes for all pupils and meets the requirements of the Code of Practice for SEND
- To coach and mentor both teaching and support staff and model effective teaching
- Work with the Headteacher and governing body to ensure that the school meets its responsibilities under the Equality Act (2010) with regard to reasonable adjustments and access arrangements
- Support the daily management of the school including class cover, assemblies, lunchtime cover and other duties from time to time
- Take a role in the Safeguarding of pupils
- Play a full part in the life of the school including clubs, fairs and specialist events

### **Key Accountabilities:**

- Work with the Headteacher and Senior Leaders to formulate and deliver the strategic vision for Inclusion in the school
- To play a role in ensuring that school policies and practices are adhered to throughout the school
- In partnership with the leadership team, monitor and evaluate the quality of teaching and learning throughout the Key Stages
- To act as an appraiser for Performance Management of teaching staff and work alongside the Headteacher in carrying out threshold assessments
- Work with the Headteacher and Governors to annually evaluate and review the SEND policy

- Contribute to school self review and improvement
- Ensure continuity and progress and learning leaders in school to ensure coherence and consistency in curriculum progression.
- Monitor the attainment and progress of pupils in vulnerable groups and contribute to pupil progress meetings
- Work with the Headteacher to effectively target resources, including staff, to maximise the progress of individual pupils
- Maintain records of intervention and support for all pupils with SEND, including individual pupil SEN files
- Work with staff to ensure effective provision maps and personalised plans are in place and regularly reviewed
- Maximise the use of resources for SEN pupils, including accessing high level needs funding
- Regularly monitor and evaluate the impact of provision and report to the Headteacher and Governors
- Provide advice and feedback to staff
- Provide staff training and lead development days for staff
- Communicate and liaise with outside agencies including SALT, Specialist Teaching Service, EPS, early help, health and social care professionals
- Liaise with other schools and early years providers to ensure an effective transition for SEN pupils
- Ensure annual and termly reviews for pupils with SEN are carried out
- Make referrals to external agencies
- Liaise with parents, ensuring they are kept well informed and have every opportunity to contribute to SEN pupil reviews
- Liaise with Governors and support the role of the SEN Governor
- Complete and maintain the SEN Information report for Governors

**In addition:**

- To undertake the professional duties of the Headteacher in his absence
- Contribute significantly to implementing workplace policies and practice and to promoting collective responsibility for their implementation
- Lead by example in following the school's aims, values and ethos
- Promote collaboration and work effectively as a team member
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- Maintain the necessary depth of knowledge and experience to be able to give advice on the development and well-being of children and young people
- Contribute to the professional development of colleagues through coaching and mentoring, demonstrating effective practice, and providing advice and feedback
- Keep up to date with new developments through personal reading and attendance at local forums and briefings
- Attend any relevant training, taking responsibility for own professional development

**All teachers at The Gateway are expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher's career.**

*Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:*

- *Treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position*
- *Having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions*
- *Showing tolerance of and respect for the rights of others*
- *Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs*
- *Ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.*

*Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.*

## **Safeguarding**

The Gateway Primary Academy is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. We will ensure that our recruitment and selection practices reflect this commitment. **The successful candidate will be subject to Disclosure and Barring Service checks alongside all other relevant employment checks.**