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SENCo

Valley Invicta Primary School AT Aylesford

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| **JOB DESCRIPTION** | |
| **Job Title** | SENCo |
| **Grade** | VIAT MPS/UPS |
| **School / Department** | Valley Invicta Primary School at Aylesford |
| **Base** | Valley Invicta Primary School at Aylesford |
| **Hours** | Full-time |
| **Reports to** | Headteacher |
| **Accountable to** | Headteacher and Director of SEN |

**Job Summary**

Work closely with the Senior Leadership Team, Trust Director of SEN and staff at Valley Invicta Primary School at Aylesford to support with identifying and meeting the needs of our pupils with SEND. To implement an inclusive teaching pedagogy that supports all staff to meet their statutory responsibilities for SEND. This includes modelling key approaches and strategies along with coordinating additional support across the school.

**Key Working Relationships**

* Headteacher
* Senior Leadership Team
* Trust Director of SEN
* School Improvement Director
* Support Staff
* Pupils
* Parents
* Visitors

**Key Responsibilities**

* To take responsibility for the identification and monitoring/review/evaluation of the SEND needs of pupils within the school.
* To regularly review the identification and placement of pupils with SEND on the SEND Register.
* To ensure that appropriate information regarding the pupils’ SEND and support strategies are shared with all staff.
* To provide support to staff to set up, review and evaluate Provision Maps.
* To meet with staff, parents, and pupils to set up, review and evaluate SEND Support plans and Provision Plans.
* To prepare Annual Review documentation and lead the Annual Review of EHCPs with pupils, their parents and involved professionals.
* To liaise as needed with outside professionals working with pupils with SEND.
* To contribute to the Quality of Education across the school by providing support with the planning and delivery of evidence-based and effective SEND strategies and support to meet the needs of pupils with SEND.
* To provide outstanding teaching to pupils with SEND and provide support and modelling to colleagues to contribute to the development of high-quality inclusive teaching approaches across the school.
* To work with colleagues responsible for Behaviour and Inclusion to support the development and implementation of evidence-based strategies and approaches to meet the social, emotional, and mental health needs of pupils.
* To undertake additional assessments of specific learning needs as needed.

**Safeguarding**

As a VIAT employee you will commit to safeguarding and promoting the welfare of children and young people.

**Equality and diversity**

The Trust expects every employee to take responsibility for promoting a culture that values and respects difference.

**Statement**

The list of duties in this job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job, and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

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| **PERSON SPECIFICATION** | | |
| **AREA** | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications** | * Qualified Teacher Status | * Additional postgraduate certificate qualifications in areas of SEND. * National Award for SEN CO-ordination. |
| **Experience** | * Experience of being a SENCO within a school setting. * Experience of meeting the needs of pupils with SEND.   Experience of the primary school curriculum. | Experience of teaching pupils with SEND in a primary school context. |
| **Knowledge** | * Knowledge of the SEN and Disability Code of Practice (DfE/DoH, 2015). * An understanding of the Annual Review and statutory assessment processes. * A good knowledge of how to set meaningful end of Key Stage SEND outcomes and plan effective provision to enable all pupils with SEND to make good progress. * A knowledge of a range of specialist SEND interventions and strategies that can be used to support students with SEND. * An understanding of how literacy, numeracy, RSE and personal development and ICT can be used to support teaching. * A good up to date working knowledge and understanding of a range of teaching and learning and behaviour management strategies. * An understanding of a range of approaches that can be used for assessment. * An understanding of how to personalize provision to meet the learning needs of the full range of pupils. * An awareness of current legal requirements regarding the safeguarding   of children. | * Specialist knowledge of an area of SEND.   Knowledge and ability to use a range of specialist assessment tools to assess and track progress and gaps in learning. |
| **Skills** | * Be able to prepare and lead Annual Review meetings. * Be able to complete Provision Maps, and reviews/evaluations of the impact of interventions. * Have good communication skills and be able to implement them to build positive relationships with pupils, parents and   colleagues.   * Be able to provide a range of support to teaching colleagues to help them to best understand and meet the needs of pupils with SEND. * Be able to provide opportunities for pupils to develop literacy, numeracy, RSE and personal development and ICT skills. * Experience of working effectively with a range of other professionals and services. * Be able to plan and teach challenging and well-organised lessons. * Be able to use a range of teaching strategies and resources to motivate and engage pupils with SEND. * The desire to work as a team member. |  |
| **Attributes** | * High expectations of pupils and a commitment to ensure that they can fulfil their potential. * A desire to be part of a team to develop and deliver outstanding SEND practice and provision. * An inclusive approach to meeting the needs of all pupils. * Positive values and attributes and high standards of professional behaviour. * Up to date knowledge and understanding of the professional duties of teachers and SENCOs. * Highly developed communication skills. * A commitment to improving practice through appropriate professional development. * The desire to act upon advice and feedback and be open to coaching and mentoring. * Able to work independently and manage workload in a calm and efficient manner.   Effective organizational skills. | * A willingness to engage in further study to further enhance existing skills and knowledge. |