



# SENCO

## THE LENHAM SCHOOL



JOB DESCRIPTION	
<b>Job Title</b>	SENCO
<b>Grade</b>	MPS/UPS plus TLR
<b>School / Department</b>	The Lenham School
<b>Base</b>	The Lenham School
<b>Hours</b>	Full Time/Part Time
<b>Reports to</b>	Assistant Headteacher
<b>Accountable to</b>	Headteacher

## Job Summary

We are looking to appoint an exceptional SENCO to join our existing team, taking responsibility for several year groups and ensuring that students' needs are met in line with statutory requirements. We will expect you to help our pupils achieve academically and personally. There is the opportunity to make a big impact on standards of student attainment through your fresh ideas, motivational skills and keen focus on improvement.

We are seeking a practitioner with a SENCO qualification or willingness to work towards this, in addition to a degree and a teaching qualification. You will need to draw on experience of raising educational standards in a leadership role (curriculum and/or pastoral experience is essential). You will also bring a real energy and dynamism to the role, alongside genuine determination that children with SEND should be educated to a high standard and make at least the same progress as their peers.

The successful candidate will promote efficient and effective deployment of staff and resources. They will also ensure that staff within the department are given access to appropriate subject-based professional development.

They will have a limited teaching timetable which will enable you to demonstrate the best classroom techniques and to build strong relationships with our pupils.

If you are passionate about working in a dynamic team to provide inclusive support to enable students to have full and effective access to the secondary school curriculum, we would love to hear from you.

## Key Working Relationships

- Leadership Group
- Learning Mentors
- School and Trust SENCO teams
- Head of House;
- Lead Teachers;
- Teachers and Students;
- External agencies and professionals;
- Safeguarding and health and safety leads.

## Key Responsibilities

- To be the named SENCO and to lead and implement the SEND policy across the secondary phase.
- To identify children for whom EHCPs may be necessary and to ensure their needs are met by the school and alternative providers as appropriate.
- To work within financial constraints and to maximise the potential of existing resources.
- To provide an accurate self-evaluation of the team you will lead, which effectively details their performance directly related to pupils' outcomes.
- To lead SEND support across the school in the line with the SEN Code of Practice.
- Responsibility for monitoring, supporting and tracking progress of our students across Key Stages.
- To lead and advise curriculum leaders and their teams in developing appropriate strategies, methods for teaching and intervention.
- To Lead on staff training in provision for students with SEND.
- Support in provision mapping of the schools Inclusion department.
- To track achievements of academic targets of SEND pupils across the faculty including each key stage.
- To ensure that provision for students with SEND is mapped across faculties to accommodate individual student's needs.
- To keep parents fully informed of the progress of the students with SEND.
- To collaborate with colleagues from across the Trust, external agencies and professionals for the effective provision of support to students with SEND.
- To embrace and contribute to the Inclusive Leadership drive across the school and Trust.

## 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.

## PERSON SPECIFICATION

AREA	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Degree</li> <li>• PGCE</li> </ul>	<ul style="list-style-type: none"> <li>• Hold a qualification for ASD</li> <li>• Further training in the area of SEN/EBD/ASC</li> <li>• NPQ SENCO or equivalent</li> <li>• CPT3A qualification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of and ability to lead on high quality pupil tracking and feedback practices and designing meaningful intervention programmes.</li> <li>• Successful teaching experience in the area of SEN and ASD</li> <li>• Awareness of and contribution to the administration of ASD assessments.</li> <li>• Leading whole school training sessions.</li> </ul>	
<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>• To lead and implement ASD teaching across the whole school.</li> <li>• Consistent record of good &amp; outstanding lesson, planning for progression and assessment for learning.</li> <li>• Ability to assess and teach small groups and/or individuals in basic skills.</li> <li>• Ability to support within the classroom and provide feedback and suggestions.</li> <li>• Ability to deliver specialist teaching and training in a specialist area across the school.</li> <li>• Ability to liaise successfully with outside agencies and parents.</li> </ul>	
<b>Attributes</b>	<ul style="list-style-type: none"> <li>• Is passionate about the subject area.</li> <li>• Is an approachable and effective communicator.</li> <li>• Leads by example, with high professional standards.</li> </ul> <p>Is resilient, energetic and enthusiastic.</p>	