



JOB DESCRIPTION: AENCO/SENCO

The opportunity has arisen for an ambitious and dynamic individual to take on the post of AENCO/SENCO at Liberty Training. This role will be naturally varied and challenging and will be ideal for an individual who is ready for middle leadership in a fantastic Specialist Post-16 Institution (SPI) based in Ramsgate.

You will play a leading role in delivering outstanding support across the curriculum, with a particular focus on welfare and helping to shape the provision for our learners who have an Educational Healthcare Plan (EHCP). You will also take on the role of Designated Safeguarding Lead for our small college.

The successful candidate will either hold or be working towards the national SENCO qualification and/or have extensive experience and skills in working with young people with a range of SEND, displaying a passion for helping all learners achieve their full potential. Experience as a safeguarding lead would also be beneficial.

With your strong communication skills, you will have the ability to relate to parents/carers, staff and learners and will undertake a key role as part of the Senior Leadership Team (SLT) to support innovative pastoral development, learner support and staff development.

If you would like to work in a small college which is making a huge difference to the lives of some of the most disadvantaged young people and which has an innovative approach to meeting the individual needs of its learners, then we would love to hear from you.

Liberty Training Ltd is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed for all applicants.

LIBERTY TRAINING Ltd SENCO/AENCO JOB DESCRIPTION

Job Title: SENCO/AENCO
Salary: £25,500 to £34,000 (dependent on qualifications and experience)
Reports to: Directors
Hours: Monday – Friday (08:30am – 16:30pm)
Annual Leave 28 days (plus Bank Holidays)
Line Manages Teaching Assistants

Professional Duties and Responsibilities

- To raise standards of achievement of all learners
- To increase staff confidence and competence of the whole staff team in supporting learners
- To ensure provision is matched to individual learner needs
- To support learners and their families as part of our holistic welfare strategy
- To act as Designated Safeguarding Lead
- To liaise with external professionals

Teaching and Learning

- Identify and adopt the most effective teaching approaches for all learners

- Monitor teaching and learning activities to meet the needs of learners
- Liaise with other schools and colleges to ensure continuity of support and learning when transferring learners.
- Ensure therapeutic professionals work alongside teaching and support staff in providing appropriate therapies and interventions which have a positive impact on learner outcomes

Recording and Assessment

- Monitor learner progress against EHCP outcomes
- Co-ordinate and attend annual reviews
- Work collaboratively with tutors and support staff to set targets for raising achievement among learners
- Collect and interpret specialist assessment and performance data and share with other staff as appropriate
- Set up systems for identifying SEN and assessing and reviewing college provision. This includes creating and monitoring EHC plans, provision maps with tutors and learning support staff.
- Update the SLT on the effectiveness of provision for learners.
- Keep parents/carers informed about their child's progress through individual meetings and at parents' days.
- Work alongside the Programme Manager in making applications for additional support, time and/or specific papers for examinations and assessments.
- Evaluate the effectiveness of provision.
- Carry out impact studies and assessments of targeted interventions for learners
- Coordinate Learner "Traffic Lights" and Learner Progression tracking documentation

Leadership

- Ensure all members of staff are able to recognise and fulfil their statutory responsibilities to learners
- Support the welfare and wellbeing of learners
- Provide training opportunities for learning support staff and tutors
- Disseminate good practice across the college
- Identify resources needed to meet the needs of individual learners and manage budgets
- Work with the Directors and SLT on the strategic development of provision, including reviewing and formulating appropriate policies
- To be responsible for the supervision and organisation of teaching assistants, including their performance management
- Support learner progress meetings, recording agreed provision within provision maps.
- To be involved in the appointment of Support Staff.
- To work with the Induction and other key staff on developing the effectiveness of transition arrangements between schools/colleges
- To keep abreast of developments in SEN and safeguarding (e.g. research, changes to the law etc.) and inform staff as necessary
- To attend appropriate training, CPD and conferences and provide feedback to colleagues
- Lead CPD in SEN and safeguarding across the college
- Work with the Directors and SLT to plan the overall deployment of support staff throughout the college
- Undertake SEN and safeguarding self-evaluation, contributing to the college improvement plan and planning for continuous improvement in practice
- Model good practice in teaching learners with SEN including those with severe complex needs and/or behavioural needs.
- Develop links with the LA, external agencies and neighbouring educational establishments to build a network to share good practice.

Other responsibilities

- Undertake the role of Designated Safeguarding Lead

- To ensure safeguarding practices are undertaken to the highest standards
- To support the running of the service in accordance with the policies
- To participate in team meetings where required
- To carry out any other duties at the request of management as appropriate
- Responsible for ensuring effective communication (the right information, to the right people, at the right time)
- To be responsible for the health and safety of self and others using proactive and reactive strategies.
- To promote equality of opportunity and a respect for diversity

PERSON SPECIFICATION	ESSENTIAL	DESIRABLE
EDUCATION LEVEL AND QUALIFICATIONS		
Good levels of competency in literacy & numeracy, preferably at GCSE Grade C or above, or an equivalent qualification or a willingness to undertake	X	
Qualified Tutor Status and experience of teaching in an SEN specific setting or a desire to teach in an SEN specific setting		X
NaSENCO Qualification or be currently working towards it		X
First Aid at work qualification or willingness to undergo training	X	
SPECIFIC KNOWLEDGE, EXPERIENCE AND SKILLS		
Experience as a SENCO in other schools/colleges		X
Experience as a safeguarding lead		X
The SENCO will have knowledge and understanding of the statutory requirements of legislation concerning SEND: <ul style="list-style-type: none"> • Safeguarding, including Child Protection, Equal Opportunities, Health & Safety and SEN • the theory and practice of providing effectively for the individual needs of all children • the SEN Code of Conduct and its practical application strategies for meeting the SEN of learners in a mixed ability classroom • the positive links necessary within college, a learner's home and external agencies • effective teaching and learning styles • how to establish an effective rapport with young people which is based on high expectations and establish a purposeful learning environment where all learners feel secure and confident • how to use ICT effectively as an integral part of teaching and learning 	X	
PERSONAL ATTRIBUTES		
A passionate, outstanding professional	X	
Consistently high expectations for self and others	X	
"Glass Half Full" outlook!	X	
Evidence of excellent interpersonal and communication skills (both verbal and written) and appreciation of the importance of positive communication with parents and external professionals	X	
Excellent organisational skills; able to balance conflicting priorities	X	
IT literate	X	
Physically and emotionally resilient with strategies and habits that sustain and develop this resilience	X	
Flexible, adaptable and calm under pressure	X	

Good at planning and organising, with attention to detail		X
Good problem solving and decision making skills		X
Understanding of the need for confidentiality and sensitivity	X	
Understanding of how the role contributes to the overall operation and success of the college	X	