



## **Job Description**

**Job title:** SENCO

**Responsible to:** College Principal

**Date:** September 2021

**Purpose:**

To lead on the management of learner referrals made via the LA to the College for admission, collating information regarding primary and secondary needs to establish the necessary requirements to support the learner with accessing the vocational and foundation programmes at the college. Support the college in developing the strategic development of the college's SEND policy and provision in order to raise the achievements of all learners.

To work closely and in partnership with parents/carers, professionals and agencies, including the LA, Educational Psychology, Social Services, Early Help & CAHMS to review EHCPs and tailor learning to the individuals need. This role will include identifying and sourcing specific learning aids and resources to ensure all learners have access to the tools and resources required to reach their full potential.

**Duties and responsibilities:**

- Advise teaching and support staff of the needs of individual learners as set out in their ECHP.
- Collate and co-ordinate admissions via LA and develop individual learning plans in-line with the SEND Code of Practice
- Prepare documents relating to the learners assessments, statements and referrals to external agencies.
- Attend meetings with external agencies involved in supporting the learner.
- Devise and monitor learner medical care plans, including the monitoring and storing of any medications to be administered on site.
- Collate medical, welfare and interventions data to produce reports, and statistical analysis of all learners' progression.
- Monitor learners' progress: record and track working at levels and progression to identify targets and provide effect concise feedback to enable learners to reach their full potential. To identify where gaps in learning are and how to remedy.
- Work in partnership with other staff to support learners with attainment, life skills and/or engaging in college life.
- Support learners academically and socially to develop their social interaction skills to transition into sustainable employment or further training.
- Ensure high standards of learner's attendance, punctuality and conduct in the professional salon working environment.
- Contribute to college's development plan and own self-development.



## **Specific duties:**

- Manage the college's referrals system, and support with the implementation of policies and procedures relating to and in-line with the SEND Code of Practice.
- Support staff in implementing strategies to support young learners aged 16-25 who may have profound learning difficulties including ASD and SEMH.
- Provide professional leadership and take the lead in managing the development of students' learning experiences on all programmes of learning offered at the college.
- Champion the wellbeing of all learners.
- To have a passion for continued development in the programme area within the College
- To be conversant with, implement and record information for the continuous assessment of competence, in line with the criteria as laid down by the awarding bodies.
- To take the lead responsibility for the quality of reviewing EHCPs and supporting staff to deliver tailored learning packages including recording and reporting of learners' achievement within the studies.
- To monitor learner retention, achievement, and success rate.
- To contribute to the College's SEND & Safeguarding policies and procedures
- To use learners' data to inform planning and progression.
- To have high expectations of learners based on a sound knowledge of their prior and potential attainment.
- To take account of the need for progression in the learner's learning experience and be accountable for learner attainment
- To set high standards of expectations of learner's behaviour through supporting classroom discipline focused teaching, and productive relationships.
- To work closely and in partnership with the Principal & Senior Leadership Team to ensure the successful ongoing development of the College.
- To work in partnership with all schools, FE providers, local employers and institutions affiliated with the College



Putting the education, training and aspirations of learners foremost

## Person Specification – SENCO

<b>1</b>	<b>QUALIFICATIONS</b>	
A	Qualification in SENCO, or relevant experiences and willingness to complete training within first year of appointment.	<b>E</b>
B	Accredited qualifications in supporting learners with SEN, or relevant experiences	<b>E</b>

<b>2</b>	<b>EXPERIENCE</b>	
A	Evidence of successfully implementing support programmes for SEN learners in a post or secondary educational setting.	<b>E</b>
B	Experience in formulating SEN Policies, Procedures and providing guidance to other staff to support SEN learners, in line with the SEND Code of Practice	<b>D</b>
C	Experience in and understanding of ECHP processes and management, including experiences in liaising with external agencies.	<b>E</b>

<b>3</b>	<b>ABILITIES/SKILLS</b>	
A	Proven skills in successfully supporting SEN learners of varied ages, backgrounds and abilities including evidence of suitability to work with vulnerable children and young adults.	<b>E</b>
B	A current knowledge of the procedures and legislation for SEN	<b>E</b>
C	Working knowledge of Health and Safety legislation	<b>D</b>
D	Ability to motivate, engage and support learners.	<b>E</b>
E	Ability to work without direct supervision and able to develop own skills.	<b>E</b>

<b>4</b>	<b>KNOWLEDGE</b>	
A	Sound knowledge of safeguarding and confidentiality in an educational setting	<b>E</b>
B	A comprehensive awareness of specific learning difficulties	<b>E</b>
C	Basic Skills – Math’s & English Level 2 equivalent to GCSE grade C or above	<b>D</b>
D	Knowledge of GDPR protocols	<b>D</b>
E	An understanding of educational policies and procedures	<b>D</b>

	<b>OTHER</b>	
A	Commitment, loyalty to College’s vision	<b>E</b>
B	Ambition and drive to support the College’s development.	<b>E</b>
C	Self-motivated	<b>D</b>
D	Current driving licence	<b>D</b>

**E** - Essential - **D** - Desirable