Inspire Partnership Academy Trust

**Recruitment**

**Pack**

Medway Hub

SENDCo

**APPLICATION PROCESS**

**Medway Hub SENDCo**

**England & Wales Scale MPS/UPS + TLR award**

The Inspire Partnership is a successful and thriving education Trust proud to serve diverse communities in Croydon, Greenwich and Medway. Our aim is to offer a life changing education to children, working in collaboration to transform the lives of the children and communities we serve.

Our core values of Collaboration, Excellence, Friendship, Resilience, Respect and Responsibility, define the way we care for, enrich and teach every child.

What sets us apart from others is the opportunity to work at the forefront of educational thinking and practice, supported by excellent training and development and opportunities to take part in groundbreaking research projects and collaborative work with talented and innovative colleagues, both at a local and national level.

Partnership with parents and carers is at the centre of everything we do. We strive to be a community focused hub ensuring that our children feel connected to the world around them.

Inclusion across the Trust is one of our key priorities and we have a fantastic opportunity for someone who is capable of initiating and developing effective strategies which enable our SEND pupils to achieve their very best and who is committed and passionate about their own professional and leadership development.

The successful candidate will be someone who is keen to build on their passion for providing our young people with the very best learning experiences. Your application should highlight and evidence your leadership strengths and experience and, your commitment and alignment to the Inspire Partnership ethos and values must be a strong theme in your application.

This role offers a fantastic career progression opportunity for an ambitious professional who aspires to play a key role in the strategic leadership across the Medway Hub and be a part of ensuring all our children receive high quality learning experiences. Further information about our Trust is available at: <https://www.inspirepartnership.co.uk> or to find out more about this opportunity, please contact Ms Dora Indresano, Regional Education Leader at dindresano@inspirepartnership.co.uk

Visits to our schools are strongly encouraged.  To arrange a visit please contact Siobhan Lindsey, Medway Hub Business Manager on 01634 294817 or slindsey@inspirepartnership.co.uk

**Closing date for applications: Friday 20th May 2022**

**Interview date: w/c 23rd May 2022**

The Inspire Partnership Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check. The Inspire Partnership is an equal opportunities employer and welcomes applications from men and women of all ages from any background and from candidates with disabilities.

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**JOB DESCRIPTION**

**Job Title/Post: Medway Hub SENDCo**

**Tenure: Full-Time and Permanent**

**Responsible to: Headteacher**

**Job Purposes**

Strategic Development of SEN Policy and Provision

1. Have a strategic overview of provision for pupils with SEN or a disability across the school, monitoring and reviewing the quality of provision
2. Contribute to school self-evaluation, particularly with respect to provision for pupils with SEN or a disability
3. Ensure the SEN policy is put into practice, and that the objectives of this policy are reflected in the school improvement plan
4. Maintain an up-to-date knowledge of national and local initiatives which may affect the school’s policy and practice
5. Evaluate whether funding is being used effectively, and propose changes to make use of funding more effective

**Duties and Responsibilities**

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

**Teaching and Learning**

1. Identify and adopt the most effective teaching approaches for pupils with SEND
2. Monitor, evaluate and adjust teaching and learning activities to meet the needs of pupils with SEND
3. Identify and teach the basic skills that will develop pupils' ability to work independently
4. Liaise with other schools to ensure continuity of support and learning when transferring pupils with SEND
5. Meet individual pupils needs, including SEND & Looked After Children (PEPs)
6. Evaluate assessment data and discuss next steps with the Headteachers
7. Model quality teaching and learning across the school and provide cover

 **Recording and Assessment**

1. Set appropriately challenging targets for raising achievement among pupils with SEND
2. Identify, assess and review SEND and collect and interpret SEND assessment data
3. Enable early identification and intervention through assessment and observation within our EY environment.
4. Ensure the interventions within year group intervention grids meet the needs of all pupils with SEND
5. In collaboration with class teachers, keep parents informed (through structured conversations) about their child's progress at key and regular intervals throughout the year.

**Training and Development**

1. The National Award for Special Educational Needs Co-ordination is a requirement for the post holder.
2. Deliver and share training and development opportunities within school and across partnerships.
3. Support and help induct new members of staff, including Newly Qualified Teachers.
4. Attend courses/meetings and evaluate and report back to the Headteachers and other key staff on the essential issues.
5. Ensure teachers know the strengths and targets for all SEND pupils and that they use the strategies within statements/EHC Plans and the recommendations within specialists’ reports, in their planning for pupils with SEND.
6. Audit, order, organise and allocate resources throughout the school, keep an inventory and manage a budget
7. Take an active role in organising special curriculum events, as agreed with the Headteacher
8. Assist class teachers with their termly parent workshops and in their communications with parents.

**Leadership**

1. Ensure all members of staff recognise and fulfil their statutory responsibilities to pupils with SEND and ensure all school staff understand their roles and the changes under the new SEND Code of Practice.
2. Provide training opportunities for teaching assistants including HLTAs, teachers and other adults working with our pupils, to learn about particular aspects of SEND and effective teaching strategies.
3. Organise and lead inset to assist teachers in providing early intervention for pupils with SEND through first quality practice
4. Help teachers with children with SEND and EHCPs to meet individual needs and ensure statutory paperwork and other preparation for meetings e.g. Multi Professional Planning Meetings are completed in good time and, where necessary send reviews to the appropriate agencies.
5. Monitor the children with SEND to check that they are making expected progress or better throughout the school.
6. Lead SEN reviews on pupil progress to provide challenge and support to improve their progress.
7. Monitor the effectiveness of interventions delivered by teaching assistants/HLTAs and the impact they have on pupils when working with them in classes.
8. Write and review rapid impact plans for improving provision and achievement of SEND.
9. Liaise with members of the Governing Body to inform them of progression of the SEND Rapid Impact Plan, quality of teaching and learning, progress of pupils and overall standards across all Key Stages.
10. Promote an ethos and culture that supports the school’s SEN policy and promotes good outcomes for pupils with SEN or a disability.
11. Develop productive partnerships with outside agencies and identify needs across the school for commissioning support.

**Standards and Quality Assurance**

1. Support and promote the high aspirations, positive ethos and inclusive culture of the school to colleagues, governors, parents, children and members of the wider community
2. Provide a key reference point in providing information and support for families of children with SEND
3. Support and promote all school policies and procedures, particularly those relating to child protection and safeguarding, equality, health and safety, confidentiality, behaviour, data protection and supporting pupils with medical needs in particular.
4. Liaise with the Headteacher and SLT promptly following meetings regarding pupils and parents of the school and keep up to date records of any actions/outcomes from the meetings.
5. Be aware of and support pupil differences and ensure that all pupils have equal access to all school opportunities.
6. To promote the general progress and wellbeing of individual pupils throughout the school.
7. To provide advice and guidance to pupils and parents on educational, emotional and social matters in line with school policies.
8. Attend and participate fully in school events e.g. open evenings, parental workshops and pupil performances
9. Attend phase, year group and staff meetings as identified on the school’s half termly calendar.
10. Develop strong links with governors, the local authority and other schools within our local partnerships.

The SENCO will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the SENCO will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.

April 2022