

Job Description

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| Post title | REACH Hub SENDCo |
| School: | Link School |
| Salary and grade: | Main pay range 1- UPR 3, in line with the current School Teachers' Pay and Conditions Document SEN1 plus TLR 2a |
| Line manager/s: | The headteacher, members of the Senior Leadership Team (SLT) and the Management Committee |
| Supervisory responsibility: | The post holder may be responsible for the deployment and supervision of the work of teaching assistants relevant to their responsibilities |

Main purpose of the job:

The SENCO, under the direction of the Headteacher, will:

- Determine the strategic development of special educational needs (SEND) policy and provision cross the REACH Hub.
- Be responsible for day-to-day operation of the SEND policy and co-ordination of specific provision to support individual pupils with SEND or a disability within the REACH Hub.
- Provide professional guidance to colleagues, working closely with staff, parents/carers and other agencies

Duties and responsibilities

All teachers are required to carry out the duties of a schoolteacher as set out in the current *School Teachers Pay and Conditions Document*. Teachers should also have due regard to the Teacher Standards (2012). Teachers' performance will be assessed against the teacher standards as part of the appraisal process as relevant to their role in the school.

Strategic Overview of SEND

- Have a strategic overview of provision for KS3/KS4 pupils with SEND or a disability across the school, monitoring and reviewing the quality of provision within the REACH Hub.
- Ensure the SEND policy is put into practice, and that the objectives of this policy are reflected in the school improvement plan
- Maintain an up-to-date knowledge of national and local initiatives which may affect the school's policy and practice
- To support the evaluation of whether funding is being used effectively, and propose changes to make use of funding more effective
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures.

Operation of the SEND policy and co-ordination of provision

- Contribute to maintaining an accurate SEND register and provision map
- Provide guidance to colleagues on teaching pupils with SEND or a disability, and
- Advise on the graduated approach to SEND support
- Advise on the use of the school's budget and other resources to meet pupils' needs effectively, including staff deployment
- Be aware of the provision in the local offer
- Work with early years providers, other schools, educational psychologists, health and social care professionals, and other external agencies
- Be a key point of contact for external agencies, especially the local authority
- Analyse assessment data for pupils with SEND or a disability
- Implement and lead intervention groups for pupils with SEND, and evaluate their effectiveness
- Monitor the effectiveness of SEND across KS3 and KS4.

Support for pupils with SEND or a disability

- Identify a pupil's SEND
- Co-ordinate provision that meets the pupil's needs, and monitor its effectiveness
- Secure relevant services for the pupil
- Ensure records are maintained and kept up to date
- Review the education, health and care plan with parents or carers and the pupil
- Communicate regularly with parents or carers
- Ensure that if the pupil transfers to another school, all relevant information is conveyed to it, and support a smooth transition for the pupil
- Promote the pupil's inclusion in the school community and access to the curriculum, facilities and extra-curricular activities
- Work with the designated teacher for looked-after children, where a looked-after pupil has SEND or a disability

Leadership and management

- Work with the Headteacher and governors to ensure the school meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements
- Prepare and review information the governing board is required to publish
- Contribute to the school improvement plan and whole-school policy
- Identify training needs for staff and how to meet these needs
- Lead INSET for staff
- Share procedural information, such as the school's SEND policy
- Promote an ethos and culture that supports the school's SEND policy and promotes good outcomes for pupils with SEND or a disability
- Lead and manage teaching assistants working with pupils with SEND or a disability
- Lead staff appraisals and produce appraisal reports
- Review staff performance on an ongoing basis

Professional development

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on learners' progress, attainment and well-being, refining your approaches where necessary responding to advice and feedback from colleagues.

- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal.
- Proactively participate with arrangements made in accordance with the Appraisal Regulations 2012.

Other

- To have professional regard for the ethos, policies and practices of the school, and maintain high standards in your own attendance and punctuality.
- Perform any reasonable duties as requested by the Headteacher.

Professional Values and Practices

- Have due regard to confidentiality, safeguarding procedures, health and safety as well as the policies of the Management Committee and local authority.
- Have high expectations of all learners, respecting social, cultural and ethnic backgrounds, and being committed to raising their educational achievement.
- Treat learners with respect and consideration.
- Work collaboratively with colleagues as part of a professional team, carrying out role effectively, seeking support and advice where necessary.
- Reflecting on and seek to improve personal practice.
- Working within school policies and practices, being aware of legislation relevant to personal role and responsibility.
- Recognising equal opportunities issues as they arise and responding effectively in line with school policy and procedures.
- Build and maintain successful relationships with stakeholders.

Note

This job description is not a contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as a contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.