



## JOB DESCRIPTION

<b>Job Title</b>	SENCo
<b>Responsible To</b>	Assistant Head (Curriculum & Learning)
<b>Salary</b>	From £28,000

**Summary of the role:** This role will work closely with the education and safeguarding team to ensure that the needs of TCW students with Special Educational Needs are met effectively. The SENCo will coordinate and run all annual reviews and monitor the strategies put in place following review. The SENCo will work with the Senior Leadership Team to influence the SEN policy and procedure across the school and will promote a whole school community feel by effectively communicating with staff and students offsite, onsite and in the central office.

### Responsibilities:

- Work with the SLT to develop the school's SEND provision
- Review referral consultations and write plans for how we will support students' SEN needs
- Provide positive and targeted support for students with special educational needs
- Coordinate, lead and write up the annual reviews for all SEND students offsite across the school
- Support teachers working with SEND students, suggesting teaching strategies and providing specific lesson plan ideas and templates where required
- Complete half termly SEND Report
- Work with the Curriculum Pathway Officers and Leads to track student progress and proactively identify students who may require additional input and/or additional stretching
- Work with the Curriculum and Pathways Officers and Leads to ensure there are suitable individual education plans for students with SEND
- Disseminate good practice in SEND across the school
- Identify resources needed to meet the needs of students with SEND and advise the Headteacher of priorities for expenditure
- To keep the Headteacher and SLT apprised of student progress and arising issues
- Coordinate trainings or input from SALT workers, EPs and other SEN related professionals
- To review methods of teaching, participate in and lead further training and professional development and to keep up-to-date with the latest developments in teaching and learning, research and compliance for teaching students with SEND
- To test, record and coordinate student access arrangements for sitting exams
- Renew and update the school's SEND policy
- To ensure IHCPs are reviewed in line with the requirements
- To plan and teach appropriate, differentiated lessons
- To ensure high standards of learning and achievement

### Person Specification

Essential

- Qualifications: Degree or Equivalent, SENCo qualification. A certificate in psychometric testing, Assessment and Access Arrangements
- Experience of working with children who have SEND
- Accuracy and high levels of attention to detail.
- Ability to work alone and with initiative
- Excellent organisational and planning skills and ability to multi-task
- Adaptable and flexible approach to work
- Willing to embrace change and appropriately challenge processes to improve efficiency
- Able to manage workloads and priorities and work under pressure
- A team player who is able to develop effective relationships with the team and work in partnership with others
- Excellent written and verbal communications skills
- Good numeracy and written English
- Excellent telephone manner
- Personable, professional and courteous in manner
- An enthusiastic, positive and proactive attitude to work
- Able to manage stressful environments
- Able to be discreet and loyal
- Able to handle confidential material
- An excellent knowledge of safeguarding matters

#### Desirable

- Experience of working in alternative provisions

The job description is not an exhaustive list and there may be times when the Chief Executive Officer or Headteacher will require certain tasks to be undertaken that may not be listed here. These will always fall within the policies and procedures of TCW and within the remit of what may be expected in your role. There will always be a discussion between all parties on whether the successful candidate feels they can manage these extra tasks.

#### **Extra information:**

This is a salaried full time position. This role is only expected to work in the school during term time with the exception of an additional 10 specified, out-of-term, office days (dates TBC in advance of the commencement of the school year or upon request). Official leave is 20 days per annum (to be taken out of school time) plus bank holidays, however the rest of the school holidays staff are only expected to work from home to the degree required to meet their duties though should be contactable as required. This role may also be entitled to up to 5 days unpaid term-time leave per annum, to be taken in blocks of no more than 2 days at the discretion of the Headteacher.

The working hours are based on 09.00-17.00 with a 30-minute lunch break weekdays with some planning, preparation, reports, admin and meetings taking place outside of these hours. TCW reserve the right to hold meetings, social events and performances after these hours, which you would be expected to attend. This includes weekly Thursday training sessions, which finish at 6.00pm, the TCW showcase and the Student Awards event, which finish at 8.00pm. Dates are provided at the beginning of every new academic year.

This role will be directly line managed by an Assistant Head. Performance reviews will happen at least once a term. It is expected that all successful candidates will follow the policies and procedures of TCW at all times and conduct themselves in a manner that is deemed acceptable and appropriate by the CEO of TCW in accordance with the staff handbook.

All teachers and members of management will be required to meet the Ofsted criteria of good and always aim for outstanding as depicted in the Ofsted guidelines. Staff will be required to attend extra, unpaid training if they do not meet the criteria for good.

This role will be based in our central office but will involve travelling around London to the TCW education venues, which may include students' homes and TCW onsite provisions.