



Job Description: Lower School SENCO

Reporting to:	Senior SENCo
Location:	Ark Alexandra Academy, Hastings, East Sussex
Contract:	Permanent
Working Pattern:	Full Time
Salary:	Pay Scale: Leadership: Pay Points: 3 – 7 £43,781 - £48,412

The Role

As SENCO of the lower campus (KS3), you will be responsible for cultivating an inclusive learning environment throughout the school under the leadership of the Senior SENCO. You will develop the graduated response to identify and support students with particular learning needs and lead staff in achieving best practice, enabling all students to achieve their best.

The post holder will maintain a teaching timetable, modelling outstanding practice in classroom teaching, preparation, marking and assessment.

Key Responsibilities

Leading Inclusion on the lower school campus

- Ensure early identification and support for students with additional needs by embedding the graduated response for literacy, numeracy, language and communication, SEMH and EAL.
- Support teachers to differentiate, make class-based adaptations to the curriculum and develop systems to access targeted intervention and specialist support when needed
- With the leaders of Quality of Education, monitor the provision of teaching and learning activities and their impact on the progress made by students with SEND, EAL, medical needs, PP students and LAC, reporting to staff, governors and appropriate agencies
- Line manage the SEND Team on the lower school campus and participate in the staff recruitment process, and coordinate the provision for Child Protection and Safeguarding
- Influence whole school teaching and learning policy to ensure inclusive teaching
- Identify the training needs of staff and coordinate relevant INSET and CPD

SENCO

- Increase the progress and attainment of SEND students on the lower school campus.
- Work with the senior SENCO to contribute to, and implement, the strategic direction and development of the school offer for SEND.
- Ensure the SEND administration on the lower campus is effective and efficient, including: provision mapping and costing; overseeing and monitoring the quality of information sharing etc.
- The SEND register for years 7 and 8 is up-to-date and all staff are aware of the needs of students
- Students receive the provision outlined in their EHCP or Statement of SEN, and that these are reviewed annually
- An additional needs plan is implemented for children identified at SEN Support and this is reviewed three times a year with a view to apply for an EHCP if needed



- Teachers know how to support students and have access to CPD, targeted intervention and specialist support from external agencies (e.g. Speech and Language Therapy, Educational Psychology, Autism Outreach Services, Sensory Impairment Services, etc.)
- A pupil centred approach is promoted, involving pupils and parents, where parents are informed regarding the support in place for their child and this is reviewed termly
- A transition plan is agreed to ensure continuity of support and learning when transferring students with SEND between key stages and/or schools
- Coordinate the deployment of resources as set out in Statements/EHCPs within years 7 & 8.
- Facilitate and coordinate multi-agency input

Teaching Responsibilities

- Please refer to the Teacher job description for a list of responsibilities.

Other

- Act as a role model and set high expectations of conduct and behaviour
- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Ark's data protection rules and procedures
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required
- Support with other school duties, invigilation and enrichment, where required.

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by your line manager.



Person Specification: SENCO

Qualification Criteria

- Qualified to degree level and above
- Qualified to teach and work in the UK
- National Award for SEN Coordination (NASENCo) or willing to work towards this qualification
- Completed further training in supporting students with SEND/EAL (desirable)

Knowledge, Experience and Skills

- Experience identifying, monitoring and providing effective support for pupils with SEND
- Experience leading, coaching and motivating people, ensuring professional development and effectively challenging and managing any performance concerns
- Experience of developing and implementing intervention plans to meet the needs of SEND students to enable high impact and success
- Demonstrate proactive and creative solutions to address student needs and remove their barriers in order that they can successfully access the curriculum and their learning, accelerated progress of SEND students to high standards and outcome
- Evidence of continually improving the teaching and learning in a year group, through schemes of work, assessment and extra-curricular activities etc. in a challenging classroom environment
- Experience of reflecting on and improving practice to increase student achievement
- Can demonstrate effective and systematic behaviour management
- Excellent communication, planning and organisational skills
- Good working knowledge of relevant legislation, particularly the SEN Code of Practice

Behaviours

- Genuine passion for and a belief in the potential of every pupil
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action
- Belief that every student should have access to an excellent education regardless of background
- Professional outlook, detailed orientated and able to multi-task and meet deadlines
- A team player that can work collaboratively as well as using own initiative
- Resilient, calm and professional under pressure
- Understanding of the importance of confidentiality and discretion
- Flexible attitude towards work and demonstrates sound judgement

Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined [here](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.