



## Associate Assistant Head: SENCO

L3-6

### Core Purpose:

- Determine the strategic development of special educational needs (SEN) policy and provision in the school
- Be responsible for day-to-day operation of the SEN policy and co-ordination of specific provision to support individual pupils with SEN or a disability
- Provide professional guidance to colleagues, working closely with staff, parents/carers and other agencies
- Support operational leadership of an identified centre, working with the appropriate centre manager to ensure the smooth and orderly running of that centre.
- Assist in the smooth running of the school at all times as part of the school senior leadership team

### Key responsibilities include:

- Have a strategic overview of provision for pupils with SEN or a disability across the school, monitoring and reviewing the quality of provision
- Write and oversee the implementation of the SEND policy
- Maintain an accurate SEND register and provision map
- Provide guidance to colleagues on teaching pupils with SEND and advise on the graduated approach
- Work with 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 (LA)
- Co-ordinate provision that meets the pupils' needs, and monitor its effectiveness, securing relevant services for pupils
- Ensure records are maintained and kept up to date
- Review the education, health and care plan (EHCP) with parents or carers and the pupil
- Ensure if the pupil transfers to another school, all relevant information is conveyed to that school, and support a smooth transition for the pupil
- Work with the designated teacher for looked-after children (LAC), where a looked-after pupil has SEN or a disability
- Work with the Deputy Director and the management committee to ensure the school meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements
- Identify training needs for staff and lead INSET for staff
- Promote an ethos and culture that supports the school's SEND policy and promotes good outcomes for pupils with SEND
- Lead and manage staff within the SEND team including the SEND Lead Teacher and the Deputy SENCO
- Lead staff appraisals and produce appraisal reports
- Teach, dependent upon the needs of the school.
- Keep up to date with developments in education
- Seek training and continuing professional development to meet their own needs

- Maintain good order among pupils, managing behaviour effectively to ensure a good and safe learning environment through effective implementation of the Relationships & Behaviour Policy.
- Undertaking any other duties which are relevant to the post as requested by the Director or other senior leader.
- Promote the welfare of children and young people and at all times ensure safeguarding policies and procedures are followed.

**Special Conditions**

- This position is subject to an enhanced DBS check and you will be asked to apply for a disclosure certificate if you are offered the position.

## Person Specification

CRITERIA	QUALITIES, SKILLS AND EXPERIENCE
<b>Qualifications and training</b>	<p>Qualified teacher status</p> <p>National Award for SEN Co-ordination, or a willingness to complete it within 3 years of appointment</p>
<b>Experience</b>	<p>Teaching experience</p> <p>Experience of working at a whole-school level</p> <p>Experience of conducting training/leading INSET</p> <p>Working in an environment with students with SEND or challenging/ complex behaviours</p>
<b>Skills and knowledge</b>	<p>Ability to establish strong, trusting relationships with students</p> <p>Proven track record of successful behaviour management, skilled in using relational and restorative approaches</p> <p>Knowledge of trauma informed practice</p> <p>Sound knowledge of the SEND Code of Practice</p> <p>Understanding of what makes 'quality first' teaching, and of effective intervention strategies</p> <p>Ability to plan and evaluate interventions</p> <p>Effective communication and interpersonal skills</p> <p>Ability to build effective working relationships</p> <p>Ability to influence and negotiate</p> <p>Good record-keeping skills</p>