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| Trinity Academy BradfordJob Description | | Logo TAB-01 |
| **Post Title:** | SENDCo | |
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| **Salary:** | Leadership L1-L10 | |
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| **Core Purpose:** | 1. *To* ***lead*** *the direction and development of inclusion and SEND provision in accordance with the aims and objectives of the academy.* 2. *To* ***raise standards*** *of student attainment and achievement across the academy by:*  * *liaising with other leaders to ensure the provision of an appropriately relevant and differentiated curriculum for inclusive learning.* * *providing strategic leadership for all aspects of inclusive education.* * *developing systems that complement and promote inclusive learning* * *developing effective partnerships with all Children’s Services* * *ensuring high quality SEND provision that links cohesively to pastoral strategies and safeguarding practices* * *developing and enhancing the teaching practice of others.*  1. *To* ***effectively evaluate*** *the impact of (b) and strategically* ***plan for improvement*** *by managing and deploying all financial and physical resources within the area.* | |
| **Reporting to**  **Responsible for:** | Vice Principal  Learning Support team  EAL Provision  CLA Provision  Nurture Pathway | |
| **Liaising with** | SLG, other Curriculum Leaders, Student Progress Leader, Lead Teacher team, the learning support team and other relevant staff with cross-academy responsibilities, partner primary schools, other academy partners and parents. | |
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| **Leadership** | * To provide the strategic leadership for inclusion provision in accordance with the aims and objectives of the academy. This includes undertaking the role of SEN Co-ordinator(SENCo) * To be accountable for the attainment and progress of SEN, CLA and EAL students (including the named CLA officer). * To be accountable for developing inclusive learning strategies that complement the academy’s Behaviour for Learning (BfL) strategy and promotes a vibrant learning environment throughout the academy. * To lead the academy’s strategies for supporting students with medical needs. * Working in partnership with leaders by supporting and developing intervention strategies and evaluation of their impact on the day-to-day running of the academy. * To be accountable for the development of effective partnerships with all Children’s Services. * To be accountable for the establishment and effectiveness of the policies and procedures needed to achieve these aims and objectives. * To be responsible for the management of resources to ensure that the aims and objectives can be achieved. * To link with the other leaders to ensure that the academy’s inclusive education provision fully reflects the academy's distinctive ethos and mission. | |
| **Curriculum** | * To lead curriculum development for the whole inclusion provision e.g. alternative curriculum pathways. * To liaise with the appropriate member of SLG to ensure the delivery of an appropriate, high quality curriculum programme which meets the needs of all students. * To actively monitor and respond to curriculum development and initiatives at national, regional and local levels. * To lead the development of appropriate syllabi, resources, SoL, assessment policies, and learning and teaching strategies in the area. * To maintain accreditation with the relevant examination and validating bodies. | |
| **Learning** | * To lead on the effective provision of inclusive education, including the CPD of all staff; developing and enhancing the teaching practice of all colleagues, implementing improvements where required. * To establish common standards of practice within the area and develop the effectiveness of teaching and learning styles. * To keep up to date with national developments in teaching practice and methodology. * To conduct ‘lesson spotlights’ and other learning evaluation strategies in accordance with academy policy. | |
| **Staff Development** | * To work with the SLG Line Manager to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs. * To undertake Performance Management Review(s) and to act as reviewer for identified staff. * To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with academy procedures. * To be responsible for the efficient and effective deployment of relevant learning support staff. | |
| **Assessment** | * To establish a robust target-setting process * To ensure the maintenance of accurate and up-to-date information concerning the whole academy MIS. * To evaluate the performance data provided and take appropriate action on issues arising - setting realistic deadlines where necessary and reviewing progress on the action taken. * To produce reports on examination performance, including the use of value-added data. * To provide all relevant bodies with robust information relating to performance and development. | |
| **Communication** | * To ensure that all team members are familiar with its aims and objectives of the SEND/Nurture team. * To ensure effective communication/consultation as appropriate with the parents of students and other relevant stakeholders. * To liaise with partner schools, Higher Education Institutions, industrial links, Examination Boards/Awarding Bodies and other relevant external bodies. * To represent the academy’s views and interests in a professional manner. | |
| **Marketing and Liaison** | * To contribute to academy liaison and marketing activities, e.g. the collection of material for press releases. * To lead the development of effective subject links with partner schools and the community; attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events. * To actively promote the development of effective subject links with external agencies. | |
| **Management of Resources** | * To efficiently manage the available resources of space, staff, finance and equipment within the limits, guidelines and procedures laid down; to deploy any relevant budgets, acting as a cost centre holder, ensuring that equipment and stock is requisitioned, organised and maintained, and appropriate records are kept. * To work with the AP, Curriculum to ensure that the areas teaching commitments are effectively and efficiently timetabled. | |
| **Pastoral System** | * To monitor and support the overall progress and development of all academy students. * To monitor student attendance and progress in relation to targets set for each individual, ensuring that appropriate action is taken where necessary. * To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description. * To ensure the Behaviour Management System is implemented so that effective learning can take place. | |
| **Operational** | * To promote teamwork and to motivate staff to ensure effective working relations. * To be responsible for the day-to-day line management of staff within the SEND team, ensuring that they follow academy policies and meet all requirements and deadlines * To make appropriate arrangements for classes when staff are absent, liaising with the Cover Supervisor/relevant staff where appropriate. | |
| **Other Specific Duties** | | |
| Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with any reasonable request from the principal to undertake work of a similar level that is not specified in this job description.  This job description is current at the date shown. It will be reviewed at least annually and, in consultation with you, it may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title. | | |

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| **PPERSON SPECIFICATION** | | |
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| **Job Title: SENDCo** | | |
| **KEY CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications & Experience** | * education to degree level or equivalent with QTS * National Award for Special Educational Needs Coordination or be willing and able to complete within three years of appointment * an excellent track record of recent, relevant professional development * accountability for the performance of a significant cohort of SEND students * evidence of good/outstanding classroom practice * taking accountability for the success of an initiative * leadership of a community project or an area of school development * experience of raising standards and performance of a significant cohort of SEND students | * innovative use of resources * working with young people and inner city communities |
| **Knowledge & Understanding** | * innovative approaches to working with students, parents, staff and the local community * the principles and practices of strategic and operational planning and delivery * an understanding of SEND issues, policies and procedures * effective review and evaluation procedures * the application of ICT to effective management | * different methods of consulting with stakeholders * community/voluntary/parent/partner agency links * strategies for ensuring equal opportunities for staff, students and other stakeholders |
| **Leadership & Management** | * work effectively both as a leader and as a member of a team * initiate, lead and manage change * prioritise, plan and organise * direct and co-ordinate the work of others * set high standards and provide a role model for students and staff * deal sensitively with people and resolve conflicts * seek advice and support when necessary * prioritise and manage own time effectively * a commitment to an open and collaborative style of management | * motivate all those involved in the delivery team * liaise effectively with other organisations and agencies |
| **Communication Skills** | * communicate the vision of the academy in relation to the development of the local community * negotiate and consult fairly and effectively * build relationships with key stakeholders * ability to communicate to a range of audiences. * chair meetings effectively * communicate effectively orally and in writing to a range of audiences | * develop, maintain and use an effective network of contacts |
| **Decision Making Skills** | * make decisions based on analysis, interpretation and understanding of relevant data and information * demonstrate good judgement | * think creatively and imaginatively to anticipate, identify and solve problems |
| **Personal Qualities** | * a commitment to inclusive education * evident enjoyment in working with young people and their families * empathy in relation to the needs of the academy and the local community * ability to inspire confidence in staff, students, parents and others * adaptability to changing circumstances/new ideas * reliability, integrity and stamina * personal impact and presence * work under pressure and to deadlines | * vision, imagination and creativity * a commitment to professional development |