

Connected Learning Multi Academy Trust

SENCO – CHERRY TREE ACADEMY

REQUIRED April 2020

PART TIME SENCO - 3 Days per week (60%)

MPS/UPS - SEN point decided on experience

Connected Learning Multi Academy Trust require a part time experienced SENCO to support in Cherry Tree Academy, one of our Colchester schools. Please visit www.connectedlearningmat.co.uk for more information about this position and the schools within our trust.

Ideal candidates will have:

- SENCO Qualification
- Excellent communication skills
- Full commitment to raising student achievement and enhancing student potential
- The ability to lead and support new initiatives
- The ability to work as part of a team

Core purpose:

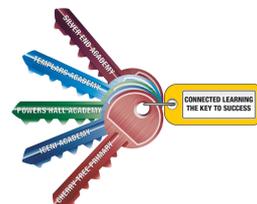
- Determine the strategic development of special educational needs (SEN) policy and provision in the school
- Be responsible for day-to-day operation of the SEN policy and co-ordination of specific provision to support individual pupils with SEN or a disability
- Provide professional guidance to colleagues, working closely with staff, parents and other agencies
- The SENCO will also be expected to fulfil the professional responsibilities for a teacher, as set out in the Schools Teachers Pay and Conditions Document.

Please apply online or contact Tracey Coubrough, Office Manager on 01206 575224 or by email to hr@connectedlearningmat.co.uk.

Connected Learning Multi-Academy Trust are committed to:

- Safeguarding and promoting the welfare and safety, and the spiritual, moral, social and cultural development, of children and young people;
- Promoting equality of opportunity and community cohesion where the diversity of difference backgrounds and circumstances is appreciated and positively valued;
- The fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs

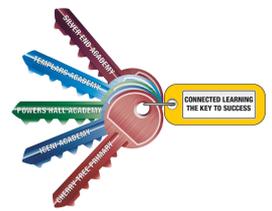
and expects all staff, volunteers and other workers to share this commitment.



The appointment will be subject to an enhanced DBS check, medical clearance and satisfactory references.

Closing date: 27th January 2020

Interview date: TBC



CONNECTED LEARNING MULTI ACADEMY TRUST

Job Description

Job Title:	Special educational needs coordinator (SENCO)
Salary:	MPS/UPS
Hours:	60% (3 days per week)
Contract Type	Permanent
Reporting to:	CEO, CLO, Head of School

Main Purpose

The SENCO, under the direction of the Head of School, will:

- 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 and other agencies
- The SENCO will also be expected to fulfil the professional responsibilities for a teacher, as set out in the Schools Teachers Pay and Conditions Document.

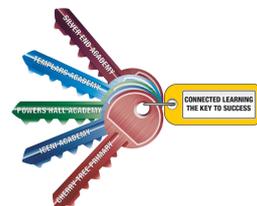
Duties and responsibilities

Strategic development of SEN policy and provision

- Have a strategic overview of provision for pupils with SEN or a disability across the school, monitoring and reviewing the quality of provision
- Contribute to school self-evaluation, particularly with respect to provision for pupils with SEN or a disability
- Ensure the SEN 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
- Evaluate whether funding is being used effectively, and propose changes to make use of funding more effective

Operation of the SEN policy and co-ordination of provision

- Maintain an accurate SEND register and provision map
- Provide guidance to colleagues on teaching pupils with SEN or a disability, and advise on the graduated approach to SEN support
- Advise on the use of the school's budget and other resources to meet pupils' needs effectively, including staff deployment
- 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 SEN or a disability
- Implement and lead intervention groups for pupils with SEN, and evaluate their effectiveness

Support for pupils with SEN or a disability

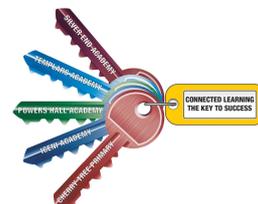
- Identify a pupil's SEN
- Co-ordinate provision that meets the pupil's needs, and monitor its effectiveness
- Secure relevant services for the pupil
- Ensure records are maintained and kept up to date
- Review the education, health and care plan with parents or carers and the pupil
- Communicate regularly 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 SEN or a disability

General

- Attend relevant training and take responsibility for own development
- Attend relevant school meetings as required
- To respect confidentiality at all times
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Connected Learning Multi Academy Trustees are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- *Connected Learning Multi Academy Trust operates a mobile and flexible working model which applies to your role. This means you may work from any of the Trust's Schools in line with the needs of the Academy Trust. The Academy Trust may change your permanent base to any other Academy Trust School. If we need to move your permanent base for any duration the Academy Trust will give you reasonable prior notice of the move.*

The SENCO will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the SENCO will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the CEO/CLO or Head of School.



Person specification

Criteria	Qualities
Qualifications	<ul style="list-style-type: none"> • Qualified teacher status • National Award for SEN Co-ordination, or a willingness to complete it within 3 years of appointment • Degree+ •
Experience	<ul style="list-style-type: none"> • Teaching experience • Experience of working at a whole-school level • Involvement in self-evaluation and development planning • Experience of conducting training/leading INSET
Skills and knowledge	<ul style="list-style-type: none"> • Sound knowledge of the SEND Code of Practice • Understanding of what makes 'quality first' teaching, and of effective intervention strategies • Ability to plan and evaluate interventions • Data analysis skills, and the ability to use data to inform provision planning • Effective communication and interpersonal skills • Ability to build effective working relationships • Ability to influence and negotiate • Good record-keeping skills
Personal qualities	<ul style="list-style-type: none"> • Commitment to getting the best outcomes for pupils and promoting the ethos and values of the school • Commitment to equal opportunities and securing good outcomes for pupils with SEN or a disability • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality

Notes:

This job description may be amended at any time in consultation with the postholder.