

EDUCATION

SENCO

MAIN PROFESSIONAL GRADE PLUS MANAGEMENT ALLOWANCE 3 - SECONDARY

JOB DESCRIPTION

AIMS AND PURPOSE OF THE JOB:

- To lead and work collaboratively with the SEND Team to drive the progress of students, promoting high levels of achievement through inspirational leadership and creativity.
- To play a significant role in school improvement and self-evaluation through excellent leadership and management of the SEND team and through partnership working with other schools in the Secondary School Partnership.
- To provide enhanced transition for vulnerable students and those with identified SEND.
- To monitor the work of SEND team members through collaboration, observation and performance management.
- To be accountable for the performance of all SEND Team members and oversee their continued professional development and training needs.
- To provide CPD to the whole school to enhance understanding of students' individual needs.
- To exemplify the application of agreed policies, teaching standards, priorities and expectations, so as to set a good example to other colleagues.
- To develop and enhance a culture of teamwork, in which the views of members of the SEND Team are valued and taken into account.
- To offer help, guidance and encouragement to staff in lesson planning to meet the needs of vulnerable students and those with SEND, ensuring that the content, the skills and the methods of teaching are appropriate to students with SEND.
- To have high expectations of all students and seek to address barriers to learning.
- To promote a love of learning, intellectual curiosity and a growth mind-set.

- To promote active and independent learning that enables students to think for themselves and to plan and manage their own learning.
- To implement and deliver a differentiated and personalised curriculum that engages students and enables them to make the best possible progress.
- To ensure the school's Inclusion, Safeguarding, SEND policies and procedures are understood and adhered to by all staff.
- To innovate, develop and complement the work of the inclusion base.
- To maintain a high profile in assemblies and promote good behaviour on the corridors and around the school.
- To oversee the management of the SEND area.
- To oversee and coordinate multi-agency working practices.
- To attend meetings with the convenor and other external agencies as required.
- To oversee and coordinate personalised provision for vulnerable students and those with SEND, including work with parents/carers and external agencies.
- To work closely with parents/carers to support student progress, welfare and positive attitudes to learning in school.
- To ensure exam access arrangements are identified and in place following JCQ requirements.
- To undertake appropriate professional duties which may be delegated by the Principal.
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.
- To develop, lead and actively take part in cross-school initiatives to the benefit of students, schools and the wider community.
- To work collaboratively and share collegiate responsibility for the success of the school, the Secondary School Partnership and the new model for secondary education.
- To work closely and collegiately with the CIAS Base lead and their staff to ensure all students are included effectively across the school.
- To lead on the development and implementation of Policy in all matters relating to SEND, providing leadership in this area for the SEND team, school leaders, subject leaders, teaching staff and all staff who are engaged with learning, in order to ensure these are consistently and effectively implemented in full.

LEADERSHIP AND MANAGEMENT:

- To determine, lead and review the SEND policies and development all aspects of Inclusion within the school with support from colleagues in the Secondary School Partnership.
- To be an inspirational leader and a key member of the middle management team under the direction of the school's Senior Leadership Team and the Principal and to advise on all matters relating to the teaching of SEND students and Inclusion.
- To initiate and innovate strategic developments for an inclusive curriculum ensuring that it is engaging and challenging and enables students to achieve at the highest level.
- To support and monitor the quality of provision of SEND and inclusive practices across the school through a range of methods, including observation, book scrutiny, and other data collection methods.
- To liaise with and co-ordinate the involvement of support services and to make referrals and requests for additional support in consultation with senior leaders.
- To be accountable for students' progress and attainment levels within well-structured intervention programmes, analysing their progress and attainment and agreeing and implementing appropriate intervention.
- To ensure that the requirements for access arrangements to public examinations are met and that students are fully prepared for external examinations.
- To provide an advocacy role for students with SEND and to develop systems to ensure that the voice of the student is heard and responded to.
- To analyse and utilise a wide range of data to improve staff and student performance and ensure that staff within the SEND Team understand and can interpret the use of data to improve outcomes.
- To undertake an annual review and evaluation of the work of the SEND Team and establish and implement Action Plans.
- To ensure all SEND staff adhere to school policies and procedures.
- To manage the SEND budget effectively and to ensure that resources and equipment are properly maintained and that an accurate inventory is kept up to date.
- To develop effective relationships that motivates others and promotes high staff morale to create a shared learning culture and positive climate, communicating effectively with all staff and stakeholders as required.
- To organise, lead and minute regular team meetings and to liaise with other colleagues and contribute effectively with other staff across the Secondary School Partnership.
- To assist with the appointment of staff.

- To work with the Leadership Team in order to provide strategic leadership, clear direction and effective management for the School's Inclusion and SEND policies.
- To work with other staff to raise the quality of teaching and learning within the school in classrooms other than their own.
- To develop expertise in teaching and learning through CPD opportunities within the school. This may be through individual coaching, mentoring or leading group CPD sessions.
- To work with the Leadership Team to maintain a high profile presence, and to be accessible to and supportive of staff, parents and the wider community, as appropriate.
- To act alongside a member of the senior team as the designated teacher for Looked After Children and English as an Additional Language.

LEADING TEACHING AND LEARNING:

- To plan, prepare and deliver stimulating lessons that are challenging, engaging and have high expectations of all students.
- To be responsible for long, medium and short term planning that meets the needs of the Bailiwick Curriculum in maximising levels of attainment.
- To set high expectations for students' behaviour and establish a clear framework that creates an effective learning environment in accordance with the school's behaviour policy
- To model and deliver best practice in terms of teaching, learning, marking and assessment that motivates and inspires students, equipping them with the knowledge and skills needed to achieve at the highest levels.
- To monitor and assess the achievement of students and to record and report their development, progress and attainment in accordance with the school's and Secondary School Partnership's assessment policies.
- To implement strategies and insist upon high standards of numeracy, literacy and oracy in the teaching and learning experience of students.
- To make effective use of current technology to enhance teaching and learning and for the purposes of management.
- To be a tutor to an assigned group of students when required.
- To plan for the effective deployment of Learning Support Assistants or other associate support staff to enhance students' learning.
- To implement the SEND Code of Practice and to recognise the importance of the children and Young People's Plan.

- To seek to provide all young people with high levels of confidence and competence and a lasting interest in their learning.

LEADING PROFESSIONAL LEARNING AND DEVELOPMENT:

- To participate in, and where appropriate, assist with the performance management process.
- To undertake the cycle of performance management reviews within your team.
- To promote, proactively identify, lead, and encourage the professional development of staff.
- To be a reflective practitioner, evaluating and improving own practice in order to take teaching and learning forward.
- To lead and contribute to the development of the Secondary School Partnership by sharing professional learning, expertise and skills with others, and participating in collaborative learning opportunities.
- To be well informed of both local and national developments and participate in cross-phase working throughout the Bailiwick.
- To take full advantage of any relevant training and development available and undertake any necessary professional development as identified in the School Development Plan and the performance management process.
- To take responsibility for personal professional development, keeping up-to-date with research and developments in pedagogic theories and changes in curriculum to inform and extend professional practice to secure improvements in teaching and learning.

HEALTH, SAFETY AND WELFARE:

- To comply with procedures on all matters concerning child protection, health, safety and welfare, confidentiality and data protection in accordance with the States of Guernsey policies and procedures, and to report all concerns to an appropriate person.
- To take responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
- To commit to uphold the States of Guernsey environmental policies and aspirations for sustainable learning provision.

RESPONSIBLE TO:

The Principal

ACCOUNTABLE FOR:

- Leading the delivery of high quality teaching and learning in the SEND Team.
- The co-ordination of the day-to-day organisation and management of SEND resources.
- The progress and attainment of students for whom you have responsibility.
- Developing and implementing systems for assessing, monitoring and recording individual student support plans and effective provision-mapping processes.
- Improving and extending professional effectiveness in partnership with the Secondary School Partnership and the new model for secondary education.
- Creating a safe environment for vulnerable students and those with SEND and to have concern for their welfare and wellbeing whilst under your guidance.
- Ensuring all staff understand and are actively implementing, the school's SEND Policies and procedures.
- Ensuring all staff are supplied with current and well-presented information related to vulnerable students and those with SEND issues.
- Ensuring that staff accountabilities are clearly defined, understood and agreed.
- Delegated budget management and deployment of all SEND resources.
- Creating a safe environment for students and to have concern for their welfare and wellbeing whilst under your guidance.

The job description is subject to the general conditions of service for a teacher as set out in the States of Guernsey's Terms and Conditions for Teachers in Guernsey.

The above duties are not exhaustive but the job description is current at the date shown, and is a guide to the work the post holder will be required to undertake. This job description will be kept under review and may be subsequently amended or modified in discussion with the post holder to meet changing circumstances.

The States of Guernsey is committed to safeguarding and promoting the welfare of young people and expects all employees and unsupervised volunteers to share this commitment. The post holder is therefore required to hold an Enhanced and Barred DBS Certificate and be registered with its Status Update Service.

KEY CRITERIA:

ESSENTIAL

1. To hold or be working toward a recognised JCQ exam access qualification.
2. To hold or be working towards a recognised SENCO qualification.
3. A suitable teaching qualification.

4. To have a thorough knowledge and understanding of the main strategies for improving and sustaining high standards of teaching, learning and achievement for all students.
5. To demonstrate proven management and leadership skills evident in the successful running of a pastoral team.
6. Experience in systems for assessing, monitoring and recording individual student support plans and effective provision-mapping processes.
7. Experience, understanding and skills relevant to the specific responsibilities of the role.
8. To demonstrate an understanding of the contribution that support staff and other professionals make to teaching and learning and behaviour management and the ability to deploy them effectively.
9. The ability to communicate effectively to a wide range of people.
10. Excellent organisational, administrative and classroom management skills.
11. A passion for every child and strong commitment to inclusive practices.
12. Inspirational teaching skills and the ability to motivate students, equipping them with the knowledge and skills needed to achieve at the highest levels.
13. Proven skill at formulating and implementing effective strategies to improve the delivery of high quality teaching and learning that will motivate students, equipping them with the knowledge and skills needed to achieve at the highest levels.
14. Proven ability to lead and direct inclusive practice across the school.
15. A commitment to working collaboratively in work of the Secondary School Partnership and in the development of the new school model.
16. The ability to use data effectively to monitor the progress and achievement of students and to inform decisions to enhance teaching and learning.
17. Proven experience of using modern technologies to enhance teaching and learning.
18. The ability to communicate effectively to a wide range of people.
19. Excellent organisational, administrative and classroom management skills.
20. Experience, understanding and skills relevant to the specific responsibilities of the post.

DESIRABLE

21. Current driving licence and own transport.

This job description may be reviewed and subsequently amended or modified in negotiation with the post holder and should be read in conjunction with the Conditions of Service.

This post attracts a Long Term Employment Permit which means that you and your family members can live and work in Guernsey indefinitely. For more information please see [Employment Permit Information](#).