

**THE BISHOP OF WINCHESTER ACADEMY
JOB DESCRIPTION-SENCO**

**Section One
General information**

Post Title	SENCO
Post Holder:	
Duties:	<p>All academy post-holders are expected to support the sponsors' vision, Christian Ethos and values that are embedded in the day-to-day and long-term running of the academy. Each post holder must share the commitment of the sponsors' principles and values of honesty, respect, hospitality, compassion, love, forgiveness, self-discipline, creativity and hope.</p> <p>All academy post-holders are expected to contribute to the development of young people and the community.</p> <p>Key Purpose The Bishop of Winchester Academy offers a range of provisions for students with Special Educational Needs. The SENCO will need to have excellent communication skills.</p> <p>They will need to have a strong awareness of the relevant SEN legislation that underpins SEN within schools. They will lead on the outstanding teaching and achievement of students with SEND. They will promote inclusion of all students and their families within the academy community to ensure progress and meaningful access to the curriculum, facilities and enrichment activities.</p> <p>General Responsibilities</p> <ul style="list-style-type: none"> • Work with the Academy Leadership Team (ALT) to ensure an ethos of inclusion throughout the academy and a culture of high expectations for all students including those with SEND • Work with ALT to ensure the implementation of the academy SEND policy • Monitor and develop academy policies and working practices for SEND • Lead on the strategic planning and day to day coherent co-ordination of SEND provision across the academy • Develop and maintain highly effective partnerships with external professionals including those within the Local Offer • Develop and maintain highly effective partnerships with parents/carers of students with SEND • Lead on the provision mapping, resource funding and managing & measuring impact of the allocation of a delegated budget • Be responsible for the academy's SEND profile, ensuring that it is accurate and up to date regarding students' SEND need across the academy by monitoring and updating the Inclusion Register • Line manage staff working in The Emmaus Centre – Specialist Provision for students with Complex Communication Difficulties (ASD) and attend all panel meetings • Be responsible for the deployment of Learning Support Assistants and other relevant staff according to the needs of SEND students <ul style="list-style-type: none"> ○ Plan, monitor, amend and maintain Learning Support Assistant timetables ○ Co-ordinate training, team meetings and observation cycles • To produce a termly report to Governors on progress and development • To oversee the co-ordination of and attend Annual Reviews and reviews of Access Plans • To co-ordinate an effective EHCP process

	<ul style="list-style-type: none"> • Be the Designated Teacher for Looked After Children – attend and collate information for termly PEP’s and attend LAC reviews when needed <p>Provision for students</p> <ul style="list-style-type: none"> • Lead on the delivery of appropriate early intervention support for students across the academy by developing support programmes, and, where appropriate, schemes of learning and teaching & learning materials • Ensure that all students with SEND are effectively supported to receive a high quality and meaningful experience • Help support teachers with learning resources, materials and differentiated work, where identified • Further develop and embed the screening, referral and diagnostic systems to ensure that students who may need specific interventions are identified and their needs assessed and met • Use assessment data and evidence based practice to inform decision making and evaluate, report on and intervene with progress of SEND students • Lead on the implementation of Exams Access Arrangements for those students in the academy in need of them or those identified as potentially in need of them, including logistics for testing, applications for access and maintenance of records • Recognise the potential vulnerability of students with SEND, including students with medical needs, when it comes to matters of safeguarding and Child Protection • Promote positive transitions between learning stages, including liaising with other schools, to ensure continuity of support and learning when transferring students with SEND <p>Developing awareness within the academy community</p> <ul style="list-style-type: none"> • Develop high quality training for the leadership team, staff (teaching and support) and governors, to ensure that all staff have the knowledge, skills and understanding to plan and teach effectively to enable students with SEND to make, at least, expected progress and students’ needs are met throughout the academy • Develop effective relationships with colleagues in other public services to improve academic and social outcomes for all students • Be a role model with regard to Quality First Teaching and differentiation within own teaching practice • Be responsible for embedding Quality First Teaching across the academy in liaison with the Academy Leadership Team <p>This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.</p> <p>This job description is not necessarily a comprehensive definition of the post. It will be revised at least once each year, but may be subject to modification or amendment at any time after consultation with the holder of the post.</p>
Reporting to:	Vice Principal
Liaising with:	Vice Principal, Assistant SENCo, Level 3 LSA’s, Emmaus Centre staff, Learning Support Assistants, School Educational Social Worker, external agencies as appropriate, staff, students and parents/guardians/carers.
Nature of Contract:	Standard Terms and Conditions of Support Staff

Salary Scale:	
Disclosure Level:	Enhanced
Review Date:	Annually as part of the Performance Management process.
Section Two Professional Duties and Responsibilities	
Ethos	All academy post-holders are expected to support the sponsor's vision, Christian Ethos and values that are embedded in the day-to-day and long-term running of the academy. Each post holder must share the commitment of the sponsors' principles and values of honesty, respect, hospitality, compassion, love, forgiveness, self-discipline, creativity and hope.
Specialism's	All academy post-holders are expected to contribute to the development of young people and the community through the specialism of Enterprise & Innovation and Mathematics.
Self Development	<ul style="list-style-type: none"> • To continually seek development opportunities to improve personal performance • Vice Principal is advised of training needs. • Development opportunities are sought/acted upon.
Attitude	<ul style="list-style-type: none"> • To act as a professional and positive ambassador for the academy in order to support the academy's mission and profile • Positive/constructive feedback from parents/students/visitors/colleagues/ supporters will evidence supportive attitudes • Level of self-motivation and encouragement of others. Will support development of the academy ethos and contribute positively towards the development of specialisms.
Policy promotion	To actively promote the academy's Equal Opportunities, Health and Safety, Data Protection policies, to ensure that the academy operates effectively, fairly, and in line with legislative requirements at all times.
Safeguarding	To adhere to and follow the academy's Safeguarding procedures in order to protect the safety of all children.
Confidentiality	To ensure confidentiality of the academy's activities is maintained in order to protect the integrity of the organisation and its people.
Flexibility	To carry out such other duties as may reasonably be required from time to time to meet the evolving needs of the organisation.

The Bishop of Winchester Academy is committed to developing the skills of its people. If you have any query about your own personal development, please speak to your line manager.

Signed: _____

Date: _____

The Academy reserve the right to amend this document as necessary, after consultation with the individual concerned, in order to reflect changes in organisational requirements and ensure that the future goals of The Bishop of Winchester Academy are successfully achieved.