



High Tunstall College of Science

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Headteacher: Mark R Tilling

Deputy Headteachers: Peter W Hayward and Laura Ovens

Job Description SENDCo

Name:

Reporting to: Senior Specialist SENDCo

Working Time: Full time as specified within the STPCD

Salary/Grade: MPS/UPS+TLR1D

Disclosure level: Enhanced DBS

Post Purpose:

The main purpose of this post is to be a SENDCo for SEND students throughout the College; to be part of the leadership that ensures statutory requirements are met and manage the implementation and review of the College's SEND provision offer whilst monitoring the progress of SEND students and supporting their progress through leadership.

This post-holder will:

- Operate as SENDCo ensuring the College wide graduated response and leading on ensuring statutory requirements are met
- Manage transition for SEND students
- Work with stakeholders to ensure the College meets the needs of SEND students
- Ensure allocated EHCP reviews are scheduled and occur
- Teach in College according to subject specialism or within specialist provisions

Key Responsibilities:

- To oversee allocated students with EHCP and SEND support plans
- To ensure that students access appropriate qualifications and provision whilst at college
- To facilitate successful programmes of transition in both pre and post-secondary for students entering and leaving High Tunstall; college tours, PCPS, handover meetings, overviews, extended transition and summer school arrangements
- Working with the Leadership Team to ensure that quality first teaching promotes, at least, expected progress for all SEND students
- To organise and evidence exam concessions
- To meet the requirements of SENDCo in the SEND code of practice
- To work alongside the Senior Specialist SENDCo to maintain the SEND Provision map and support with student learning considerations documents for all necessary student requirements
- Maintain accurate and updated records accessible for all staff on SEND student register
- Ensure all allocated EHCP reviews are scheduled and occur; education advice and all relevant paperwork is provided to LA and completed
- To work closely with the Teaching and Learning team in developing effective strategies for learning which impact on the progress and achievement of all students specifically those with SEND.
- To engage with a range of external agencies including health, education welfare, social services and to maintain links to these local specialists who can provide in-depth practical help



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and support.

- To support the relevant leaders in ensuring all SEND students have outstanding behaviour and attendance
- In collaboration with Inclusion leadership, update SEND information for reporting, website sharing and SEND policies to keep information current and accurate.

To ensure that:

- New projects and initiatives which support inclusion throughout the College are developed
- Maintain rigorous referral procedures so that every student receives the appropriate support for learning.
- Curriculum areas and pastoral teams are supported in developing and maintaining a high standard of learning support in all settings
- Strong working relationships with relevant outside agencies are developed and supported
- Have joint oversight of the Inclusion Team to ensure effective deployment
- Students have support structures which enable them to reach their potential
- To undertake an appropriate programme of teaching in accordance with the duties of a main scale/UPS teacher.

The College will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.



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Person Specification

Attributes	Essential	Desirable	Assessment
Qualifications and Training	<ol style="list-style-type: none">1. Qualified Teacher Status2. Degree	<ol style="list-style-type: none">1. SENCO qualification (statutory requirement), or willingness to achieve SENCO qualification within 3 years if not currently held2. Evidence of Continuing Professional Development	<ul style="list-style-type: none">• Application form• Letter of application• References
Experience	<ol style="list-style-type: none">3. Proven record of increasing rates of student progress through identification of appropriate provision for students	<ol style="list-style-type: none">3. Experience of working in more than one school4. Implementation of effective strategies to raise achievement in students with SEND5. Experience of teaching and supporting students with cognition and learning needs	<ul style="list-style-type: none">• Application form• Letter of application• References• Interview• Teaching task
Knowledge and Understanding	<ol style="list-style-type: none">4. Understanding of best practice in the effective use of student support strategies available for young people with SEND	<ol style="list-style-type: none">6. Understanding of best practice in meeting the objectives of education health and care plans	<ul style="list-style-type: none">• Letter of application• References• Interview• Teaching task
Skills and Personal Qualities	<ol style="list-style-type: none">5. Ability to offer support and challenge and the ability to foster positive relationships with adults and young people6. Excellent Communication and interpersonal skills with adults and young people7. Ability to work under pressure and to meet deadlines	<ol style="list-style-type: none">7. Ability to analyse complex issues and plan strategically8. Experience of working effectively with stakeholders and outside agencies	<ul style="list-style-type: none">• Application form• Letter of application• References• Interview

Training

The successful candidate must be prepared to undertake training and development, as required, particularly in relation to the introduction of new technologies and continuous professional development.



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Teaching Staff Benefits

Currently the College offers a wide range of benefits to staff, including:

- A strong commitment to professional development, with a substantial budget for whole college training and individual courses.
- Enrolment into Teachers Pension Fund.
- Free parking on site
- Free use of the state-of-the-art Tunstall Active including fitness suite, swimming pool and 3G pitch
- Annual flu vaccination
- Medical benefits including quick access to Occupational Health, Physiotherapy and Counselling