

North Gosforth Academy

JOB DESCRIPTION

POST TITLE: Leader of Learning Support (SENCO)

PAYSCALE: Main/Upper Payscale with TLR 1 (£8291)

RESPONSIBLE TO: Principal and Nominated Senior Leaders

RESPONSIBLE FOR: Learning Support Team

JOB PURPOSE: To be accountable for learner achievement in the Learning Support Area by effectively leading teaching and learning, and student development for those who have significant Special Educational Needs.

MAIN RESPONSIBILITIES:

The following list is typical of the level of duties which the postholder could be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

Specific Responsibilities:

1. Designated SENCO
2. Lead on the development of SEN provision
3. Manage the learning ethos within a group of students
4. Lead on the management of students on the SEN register and manage a specific caseload of students
5. Link with other professionals and agencies
6. Manage the production of ILPs and monitor the plans
7. Manage parent consultations (including Education Health and Care Plans/SEN reviews) and SEN student records
8. Identify and target specific groups of students for options and other courses
9. Maintain an overview of SEN data systems and record keeping and lead data analysis for students with SEN
10. Maintain an overview of special exam arrangements.
11. Target students for SEN interventions
12. Contribute to the management of all SEN data systems

Lead Teaching and Learning Responsibilities

13. Lead learning for students with Special Educational Needs or disabilities by developing and implementing assessment strategies, data analysis and appropriate intervention programmes (including behaviour management) to ensure that identified standards of learner achievement are met.
14. Lead, develop and enhance the teaching and student development practice of others through monitoring/evaluation and promoting improvement strategies to secure effective teaching and learning and management of learners.
15. Lead, manage and develop the provision of programmes/activities that match learner aspirations and potential and achieve excellence for learners within the Learning Support area
16. Line and performance manage a team of staff including contributing to the effective recruitment and development of its members in order that the team's objectives are met.
17. Facilitate an ethos within teams which encourages staff to work collaboratively, share knowledge and understanding, celebrate achievements and accept responsibility for outcomes.
18. Ensure that Health and Safety policies and practices, including Risk Assessments, are carried out in-line with national requirements.
19. Maintain quality assurance of reporting to parents on student progress in accordance with the school's overall systems.
20. Lead SEF processes and development planning within Learning Support
21. Secure effective liaison with feeder schools and outside agencies.
22. Manage the available resources of space, staff, money and equipment within Learning Support effectively

Generic Responsibilities

23. Create and manage a learning environment and achieve a supportive culture and behaviour management strategy which enable learners to achieve their potential.
24. Contribute to the monitoring and development of Learning Support area and student development across the curriculum to ensure suitable opportunities are provided for learner aspirations to be met.
25. Plan effectively in the short-, medium- and long-term and prepare lessons to ensure coverage of the curriculum and the differentiated needs of learners are met.
26. Apply a range of teaching and learning strategies, including implementing inclusive practices, to ensure that the diverse needs of learners are met and excellence and enjoyment is achieved.
27. Assess, record and report on the development and progress of learners, develop and maintain Individual Learning Plans for a group of students and analyse relevant data to promote the highest possible aspirations for learners, targeting expectations and actions to raise learners' achievements.

28. Demonstrate ongoing development and application of teaching expertise and specialism to enrich the learning experience within and beyond the teacher's assigned classes or groups of learners.
29. Work collaboratively within and beyond the classroom with support staff (including directing their day-to-day work), teachers, other professionals, parents, agencies and communities, to enhance teaching and learning and promote the positive contribution and well-being of learners.
30. Contribute to the development and application of priorities, policies and activities in order to enable the achievement of whole school aims.
31. Promote and implement policies and practices that encourage mutual tolerance and respect for diversity in all aspects of employment and service delivery.
32. To contribute to the development of Citizenship and the Guidance Programme

Date: June 2021