JOB DESCRIPTION

**Post Title: Director of SEN & Inclusion (SENCO)**

**Reporting to: Assistant Principal**

**Line Management: SEN and Inclusion Team**

**Scale: MPS/UPS + TLR**

**Disclosure Level: Enhanced**

**Contract: Permanent**

**Main Purpose of Role**

* To utilise advanced knowledge and skills in Special Educational Needs and Inclusion to work with young people in supporting inclusive education for all. To promote engagement, academic progress, and social and emotional well-being for all, through personalised learning and quality first teaching, in all areas of the school.
* To lead and manage the work of the Inclusion team, to ensure all students with additional needs are provided for within the mainstream environment. To ensure outstanding academic achievement for all students including those with learning needs, social, emotional, and behavioural difficulties and those with mental health disorders.
* To ensure the school follows the current code of practice and implements this in everyday practice.

**Duties and Responsibilities**

* To lead the school on Inclusive education, providing advice and guidance for all staff, students and parents. To provide regular whole-school CPD and training to promote outstanding teaching and learning to meet the needs of students, with additional learning needs, across all curriculum areas ensuring that excellent progress is made in accordance with school, local authority and national guidelines.
* To ensure up-to-date information is held on individual pupils, in relation to their individual learning needs. To communicate relevant information to all staff to ensure quality first teaching in all areas of the school. To write and regularly update the SEN passports and SEN register to ensure accurate data for the school CENSUS.
* To lead the Learning Support Department; providing the Access Pathway and EAL Pathway and overseeing the GCSE Statistics and BTEC Hospitality courses.
* To lead the Inclusion BASE as a venue for proactive support for students (through mentoring, 6-week proactive group and counselling) and ensure that the most vulnerable students achieve their potential through personalised learning plans.
* To lead the SEN and Inclusion team. To ensure all staff within the team understand their specialist roles and undertake these roles effectively. To establish the Achievement Assistant timetable and arrange cover as and when required. To oversee the running of extraction groups to support learning in specific areas, such as phonics, dyslexia, handwriting, grammar, spelling etc. To line manage and undertake the performance management of all staff within the department.
* To lead the collection of baseline data for all students within the school and use this data effectively to identify additional needs. To regularly track and monitor the progress of students to ensure no student is left behind.
* To provide information as required, to the school leadership team, Student Support team, DLS, and other appropriate staff with respect to additional needs and personalised learning plans.
* To liaise with and refer individual students to a range of external support agencies to support the identification and diagnosis of students with specific needs.
* To establish appropriate provision for students with a Statement of Educational Needs/Education Health Care plan to enable them to meet their target. To undertake all arrangements with regard to Statements, EHCPs and reviews as required.
* To ensure the effective transition of students at all key stages. To work with feeder schools to improve the transition process for students with additional needs. To attend year 8 annual reviews for those students with Statements of Educational need or Education Health Care Plans. To work with RONI students to ensure post 16 educational placements and to work with individuals in the sixth form to arrange transitional support to College or University applications and placements.
* To ensure strong relationships with parents and families of students on the SEN register and ensure meetings are held as required to fully support the students and their families.
* To oversee exam access arrangements for students completing internal and external examinations in collaboration with the Inclusion Coordinator for SEN and the Exams officer.
* To work collaboratively with the Student Support team to identity the needs of students through regular behavioural difficulties and persistent absenteeism.
* To oversee and manage the provision for Looked After Children.
* To manage and oversee all alternative provision programmes within and outside of school.
* To write and update the SEN & Inclusion Policy and provide statutory information to the public via the SEN Information Report.

**NOTES**

The above duties are in addition to the MPS teacher job description, and in those laid out in the professional standards.

This job description is current at the date shown, but following consultation, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

All staff are responsible for promoting and safeguarding the safety and welfare of children and young people.

All duties and responsibilities must be carried out with due regard to the Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the Trust’s Equal Opportunities Policy.

Duties which include the processing of any personal data must be undertaken within the corporate data protection guidelines.