**Endeavour Academy**

**Job Title: SENCO/Assistant Headteacher**

**Responsible to: Head Teacher**

**Grade: UPS/Leadership + SEN1min**

**Location: Endeavour Academy Bexley**

**Job Summary:**

To support pupils across Key Stages 3 & 4, who are placed at Endeavour Academy Bexley by the Local Authority, in order that their SEMH and academic needs are best met within a specialist environment. Maintaining professional boundaries at all times, observing and upholding the values and ethos of LSEAT whilst contributing to the overall vision of the organization.

* To take full SENCO responsibilities, proactively leading and managing the staff team to raise the achievement of all pupils.
* To be responsible for the strategic development of SEND and for ensuring that every pupil's needs are fully met through the development of highly effective personalised strategies that fully meet statutory responsibilities.
* To be responsible for day-to-day operation of the school’s SEND policy and coordination of specific provision to support individual pupils with SEN.
* To provide professional guidance to colleagues, working closely with staff, parents and other agencies on aspects of SEND.
* The position of Assistant headteacher may be available for the right candidate, involving further whole school responsibilities, particularly within Quality of Education and specifically the English department.

**Required**

* Educated to degree level or equivalent
* Qualified Teacher status
* NPQSenco or additional certificate related to SEN desirable or willingness to undertake further training
* Knowledge of Bexley Toolkit desirable

**PRINCIPAL ACCOUNTABILITIES**

* Take full SENCO responsibilities.
* Uphold the legal and statutory duties of the role of SENCO
* Complete and conduct reviews of EHCPs in line with the code of practice and school policies and protocols
* Monitor student progress, taking appropriate action to remove barriers to learning and maximise full potential.
* Analyse student progress and outcomes data and contribute to the SDP and SEF, including for own area of responsibility
* Apply detailed knowledge of the SEND Code of Practice
* Develop and deliver a range of programmes and interventions which enhance learning.
* Support with access arrangements paperwork, in liaison with the examinations officer.
* Line Manage all members of the Intervention Team.
* Liaise with other professionals including Speech and Language, Occupational Therapist and Educational Psychologist to ensure that individual student needs are met effectively and that the requirements of EHCPs are met fully.
* Share responsibility for the training of school staff with regard to the latest SEND policy and practice.
* Attend all internal/external meetings as and when required to fulfill the responsibilities of the role
* Attend parent/carer events as required
* Quality assure the provision for all pupils by conducting lesson visits, work scrutiny, interviews with students, parents/carers and staff
* Conduct appraisal reviews as per school policy
* Liaise with the Local Authority with regard to consultations and pupil placement.
* Update the Headteacher and the Governing Body on the effectiveness of provision for pupils with SEND.

######  Responsible for day to day operation of the SEND policy and provide leadership and direction to promote an ethos/culture that is fully coherent with the school aims.

###### Prepare and review information the school is required to publish including the SEN Information Report.

###### Identify and deliver SEND training needs for staff as appropriate.

* Develop close and effective working relationships with all relevant parties, including colleagues at the Local Authority and parents/carers.
* Stay abreast of educational changes and approaches to delivering effective SEND provision.
* Work with key staff on transition at KS2 to KS3 and KS4 to KS5 to ensure that there is a smooth transition between primary and secondary schools as well as further education for students with special educational needs.
* Produce written correspondence as necessary to SEN, external agencies, parents, reports, documents etc.
* Maintain the school’s Provision Mapping information via a dedicated system.
* Maintain student files in both electronic and hard copy. Communicate new or additional information to the whole staff team as received.
* Whole school responsibilities in line with the school development plan.

This job description is provided to assist the post holder to know their principal duties. It may be amended from time to time in consultation with you without change to the level of responsibility appropriate to the grading of the post.