

West Hill Primary School
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Special Educational Needs Coordinator (SENCO)

Job Description and Personal Specification

West Hill Primary School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job details

Job title: Special educational needs co-ordinator (SENCO)

Hours: 13hrs - 19.5 hrs

Salary: MPS 6 – UPS 3

FTE £47,666 - £56,959

13 hrs. £19,066 - £28,599

19.5hrs. £22,785 - £34,178

Contract type: Part-time, permanent

Reporting to: Head Teacher

Responsible for: N/A

Main purpose

The SENCO, under the direction of the head teacher, will:

- Determine the strategic development of special educational needs (SEN) policy and provision in the school
- Be responsible for day-to-day operation of the SEN policy and co-ordination of specific provision to support individual pupils with SEN or a disability
- Provide professional guidance to colleagues, working closely with staff, parents and other agencies
- The SENCO will be expected to fulfil the responsibilities of a teacher, as set out in the STPCD

Duties and responsibilities

Strategic development of SEN policy and provision

- Have a strategic overview of provision for pupils with SEN or a disability across the school, monitoring and reviewing the quality of provision
- Contribute to school self-evaluation, particularly with respect to provision for pupils with SEN or a disability
- Make sure the SEN policy is put into practice and its objectives are reflected in the school improvement plan (SIP)
- Maintain up-to-date knowledge of national and local initiatives that may affect the school's policy and practice
- Evaluate whether funding is being used effectively, and suggest changes to make use of funding more effective

Operation of the SEN policy and co-ordination of provision

- Maintain an accurate SEND register and provision map
- Provide guidance to colleagues on teaching pupils with SEN or a disability, and advise on the graduated approach to SEN support
- Advise on the use of the school's budget and other resources to meet pupils' needs effectively, including staff deployment
- Be aware of the provision in the local offer

- Work with early years providers, other schools, educational psychologists, health and social care professionals, and other external agencies
- Be a key point of contact for external agencies, especially the local authority (LA)
- Analyse assessment data for pupils with SEN or a disability
- Implement and lead intervention groups for pupils with SEN, and evaluate their effectiveness

Support for pupils with SEN or a disability

- Identify a pupil's SEN
- Co-ordinate provision that meets the pupil's needs, and monitor its effectiveness
- Secure relevant services for the pupil
- Ensure records are maintained and kept up to date
- Review the education, health and care plan (EHCP) with parents or carers and the pupil
- Communicate regularly with parents or carers
- Ensure if the pupil transfers to another school, all relevant information is conveyed to it, and support a smooth transition for the pupil
- Promote the pupil's inclusion in the school community and access to the curriculum, facilities and extra-curricular activities
- Work with the designated teacher for looked-after children, where a looked-after pupil has SEN or a disability

Leadership and management

- Work with the head teacher and governors to ensure the school meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements
- Prepare and review information the governing board is required to publish
- Contribute to the school improvement plan and whole-school policy
- Identify training needs for staff and how to meet these needs
- Lead INSET for staff
- Share procedural information, such as the school's SEN policy
- Promote an ethos and culture that supports the school's SEN policy and promotes good outcomes for pupils with SEN or a disability

The SENCO will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. This is not a comprehensive list of all tasks and the post holder may be required to do other duties appropriate to the level of the role, as directed by the head teacher.

SENCO Person specification

CRITERIA	DESCRIPTION
Qualifications and training	<ul style="list-style-type: none">• Qualified teacher status• NASENCO qualification or be willing to complete the SEN NPQ within 2 years of appointment• Degree holder
Experience	<ul style="list-style-type: none">• A minimum of 2 to 3 years teaching experience• Experience of working at a whole-school level• Involvement in self-evaluation and development planning• Experience of conducting training/leading INSET
Skills and knowledge	<ul style="list-style-type: none">• Sound knowledge of the SEND Code of Practice• Understanding of what makes 'quality first' teaching, and of effective intervention strategies• Ability to plan and evaluate interventions• Data analysis skills and the ability to use data to inform provision planning• Effective communication and interpersonal skills• Ability to build effective working relationships• Ability to influence and negotiate• Good record-keeping skills
Personal qualities	<ul style="list-style-type: none">• Commitment to getting the best outcomes for pupils and promoting the ethos and values of the school• Commitment to equal opportunities and securing good outcomes for pupils with SEN or a disability• Ability to work under pressure and prioritise effectively• Commitment to maintaining confidentiality at all times• Commitment to safeguarding and equality

Notes:

This job description and person specification can be amended at any time in consultation with the post holder.

Last review date: March 2023

Next review date: March 2026

Head teacher's signature:

Date:

Post holder's signature:

Date:

Selection Process Details

Viewings

- Visits to West Hill Primary are welcomed and encouraged for anyone considering applying for this post.
- Viewings will be held week beginning 15th April and 22nd April 2024
- To book in a visit please contact info@westhill.wandsworth.sch.uk

Application deadline

- Completed application forms to be submitted by 9.00am, Friday 26th April 2024

Completing your application

- Applicants are asked to read the details carefully, especially the Job Description and Person Specification.
- Please address the Job Description and Person Specification criteria, in the order stated, completing no more than two sides of A4.
- Please complete all the standard information required on the application form. Failure to provide information requested may lead to your application being rejected.
- Please email your completed application and supporting statement to tahira.khan@westhill.wandsworth.sch.uk
- CV's will not be accepted.
- Successful candidates will be notified shortly after the application deadline.

Selection process

- The selection process may have a combination of tasks, activities and interview.
- Further details will be provided to the candidates shortlisted for interview.
- Interviews and selection tasks will be held on week commencing 7th May 2024

References

- Candidates are advised that references may be taken up immediately after shortlisting.
- Candidates are asked to ensure that their referees are warned of the need to respond within the timescale set.
- The post will be offered subject to satisfactory completion of pre-employment checks.

Safeguarding children

- Prior to appointment, formal checks will be made in accordance with the current statutory requirements relating to child protection.