



Effort + Respect x Ambition = Success

Woodfield School 2022

One goal: 'Excellence in SEMH education'

SENCO – TMS + TLR2 + SEN 1 Allowance

An opportunity to join the Woodfield team has arisen for a dedicated and motivated individual with a passion for supporting young people with special educational needs. Woodfield provides specialist SEMH education across Coventry between early years to the end of KS4. Woodfield currently comprises a Primary and Secondary provision on split sites. You would be joining the school at a very exciting time as the school looks forward to joining Sidney Stringer MAT and moving to one site provision on the Woodlands School site in September 2023. At this point the school will be one of the biggest providers of SEMH provision in the country, with the goal to the very best provision in the country and recognised as such nationally.

Understanding the Role:

You will be expected to lead SEND support and provision within a phase of the school, under the direction of the Assistant Headteacher – Inclusion, SEND & Safeguarding. Below are some of the key responsibilities of the role:

- Provide high-quality SEND Support to all pupils within your allocated phase, ensuring they receive the right help as early as possible
- Assist the Assistant Headteacher with EHCP procedures in conjunction with external agencies and the LA as appropriate, including chairing annual and interim review meetings and ensuring subsequent action is carried out by all necessary parties
- Liaise with, advise and support teaching staff/parents in understanding the learning needs of pupils
- Develop effective liaison with external agencies in order to provide maximum support for pupils

You will be part of a motivated and supportive inclusion team, and will work closely with this team, alongside individual teachers and pupils and their families where appropriate to provide targeted personalised support. You will have a passion for working with the most disadvantaged students and will help support them at the time where they really need your expertise and guidance.

You will be expected to work in close liaison with the inclusion team and manage your student caseload. All of the young people we serve have EHCPs with the majority of primary needs revolving around SEMH, a large percentage of our cohort have diagnosis of ASD and ADHD.

If you are resilient and passionate about the social, emotional and mental well being of young people then we need to hear from you!



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JOB DESCRIPTION - SENCO

Woodfield School is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

Job title: SENCO

Accountable to: Assistant Headteacher – Inclusion, SEND & Safeguarding

Grade: TMS + TLR2 + SEN 1 Allowance

Job Purpose:

- To support the Assistant Headteacher – Inclusion, SEND & Safeguarding in overseeing the implementation of the SEND Code of Practice in order to support the learning of students with Special Educational Needs and/or Disability
- To support on the identification, assessment and support of students with specific learning difficulties
- To liaise with faculties, pastoral teams, Learning Support Assistants and appropriate external agencies, in order to raise the achievement of all pupils
- To identify, assess and support students in need of access arrangements for GCSE and other external and internal examinations, as required.
- To identify, assess and support students with specific/general learning difficulties and to advise, manage and, where appropriate, deliver programmes for them.
- To ensure the Annual Review process is purposeful, effective and adheres to all statutory guidelines

Key tasks:

Working with other relevant teachers at all key stages to:

- Identify appropriate attainment and achievement targets for all students
- Monitor pupil standards and achievement against annual targets
- Monitor planning, curriculum coverage and learning outcomes for all students
- Monitor attitude to learning standards of all students
- Ensure that relevant attainment/achievement targets are met
- Leading, developing and enhancing the teaching practice of other staff to ensure that the needs of students on the SEND register are met
- Maintain personal expertise and share this with other teachers
- Act as a role model of good classroom practice for other teachers, modelling effective strategies with them
- Plan and implement strategies to improve teaching where needs are identified
- Act as performance manager for identified staff, as appropriate



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SENCO: Specific responsibilities and key tasks

- Support the identification and assessment of students with special educational needs and/or disabilities, and co-ordinate provision accordingly
- Ensure that SEND information is up to date on SIMs and Provision Map system
- Assist the Assistant Headteacher in co-ordinating applications for statutory assessment and the EHCP procedure in conjunction with external agencies and the LA as appropriate, including chairing annual and interim review meetings and ensuring subsequent action is carried out by all necessary parties
- Maintain records of action taken and curriculum intervention provided for all pupils.
- Help co-ordinate access arrangements for external examinations at all Key Stages and ensure that all such examinations are managed according to exam board guidelines before, during and after each exam.
- Ensure SEND information is updated on SIMS regularly and ready for the School Census.
- Assist the Assistant Headteacher with the oversight of the day to day operation of the school's SEND policy.
- Liaise with, advise and support teaching staff in understanding the learning needs of pupils
- Liaise with parents of pupils to identify progress and targets.
- Develop effective liaison with external agencies in order to provide maximum support for pupils
- Develop effective liaison with feeder schools to ensure that there is continuity in terms of support and progression in learning when pupils transfer.
- Support the team working with SpLD pupils by directing and reviewing programmes being delivered.
- Keep abreast of the latest educational developments that support the teaching and learning of pupils with special educational needs
- To teach a 40%-60% timetable

Other Duties

- To undertake such other duties, training and/or hours of work as may well be reasonably required and which are consistent with the role.
- To participate in performance management arrangements.
- Attend RAM as appropriate
- To adhere to published school policies and procedures.
- To attend regular meetings with line manager.

Safeguarding

- The jobholder is expected to observe their obligations in accordance with the schools Child Protection Procedure, and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. A copy of the schools Child Protection Procedure can be obtained from the jobholder's line manager.
- ***The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***