



REF NO: POL009

Operational SENDCo

Actual Salary: £31,997 per annum
*(enhancement may be considered for an
exceptional candidate)*

Closing Date | 9.00am Monday 10th May 2021

Trust Lead SENDCo | Joe McGovern

Headteacher | Mark Everett

LEARNING TOGETHER

CORNWALL EDUCATION LEARNING TRUST



▼ Key Roles

The **Operational SENDCo** will work under the direction of the **Trust Lead SENDCo** and their key roles will include:

- ▼ Playing an integral role in implementing the current SEND strategy.
- ▼ Line managing a team of Teaching Assistants and be responsible for their deployment.
- ▼ Identifying and supporting students who are experiencing barriers to learning.
- ▼ Creating Student Passports.
- ▼ Lead Passport Review meetings periodically throughout the year.
- ▼ Attend Annual Reviews alongside the SENDCo.
- ▼ Conducting Multi-Agency meetings.
- ▼ Being available to meet regularly with Parents and Students.
- ▼ Identifying students who are eligible and ensuring they have the necessary Access Arrangements,
- ▼ Communicating students' needs with Teaching Staff.
- ▼ Working closely with the Pastoral Team to meet the needs of all students.
- ▼ Supporting students with an EHCP and those identified as SEN Support through key transition points.
- ▼ Supporting students and parents on Information and Parents Evenings throughout the year.
- ▼ Being a member of the Safeguarding Team at Poltair School.

General Duties

- ▼ To attend staff meetings and Trust-based INSET as required.
- ▼ The post holder is responsible for his/her own self-development on a continuous basis, undertaking any training/professional development as appropriate.
- ▼ To be aware of and work in accordance with the Trust's child protection policies and procedures, in order to safeguard and promote the welfare of children and young people, and to raise any concerns relating to such procedures that may be noted during the course of duty.
- ▼ To remain aware of and work in accordance with all relevant Trust working practices, policies and procedures.
- ▼ To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Trust's Equal Opportunities Policy and Code of Conduct, Disciplinary and Grievance Policies and national legislation (including Health and Safety and Data Protection).
- ▼ To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and students and other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.
- ▼ To undertake any other duties as reasonably required by the Headteacher, to ensure the efficient and effective operation of the School.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. This job description is current at the date of appointment but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.





Person Specification

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ✔ Attainment of GCSE Grade C or above in Maths and English (or able to demonstrate equivalent numeracy and literacy skills) 	<ul style="list-style-type: none"> ✔ Attainment of A-Levels or equivalent of a Level 3 standard of education ✔ Qualified Teacher Status ✔ National Award in Special Educational Need Coordination ✔ Postgraduate Award of Proficiency in Assessment for Access Arrangements
Experience	<ul style="list-style-type: none"> ✔ Experience of working within the SEND field ✔ Experience of leading a team 	<ul style="list-style-type: none"> ✔ Experience of working in a school or educational setting
Skills and Knowledge	<ul style="list-style-type: none"> ✔ Excellent knowledge of the SEND Code of Practice 0-25 ✔ Excellent working knowledge of ICT ✔ High level of oral and written communication skills ✔ An understanding of the barriers to learning for SEND students 	<ul style="list-style-type: none"> ✔ Knowledge of current education and professional developments and an understanding of their application in a SEND context
Personal Qualities	<ul style="list-style-type: none"> ✔ A strong commitment to safeguarding children and young people; full awareness and knowledge of current national legislation for safeguarding and child protection ✔ A relentless passion towards ensuring the very best outcomes for students with SEND ✔ To believe in the importance of team work and a collaborative approach, to be able to build supportive working relationships with colleagues both within and outside the SEN Department ✔ Ability to lead by example and motivate others ✔ A desire to play a full part in the life of the school community, to support its distinctive mission and ethos and encourage staff and students to follow in this example ✔ Ability to work under pressure, prioritise effectively and manage workload 	

