



Operational SENDCo

Job Description & Person Specification

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Job Description

Purpose of the Post:	As an integral member of the team, key duties will include identifying and supporting students who are experiencing barriers to learning, creating Student Passports and leading Passport Review meetings periodically throughout the year.
Reporting to:	Trust Lead SENDCo, Newquay Tretherras SENDCo
Key Contacts:	Students, Teachers, Deputy SENDCo, support staff, parents
Location:	Based at Newquay Tretherras but there may be a requirement to travel to undertake work at or for other academies/sites within Cornwall Education Learning Trust.
Salary:	£32,477 gross per annum

Principal Responsibilities:

- ❖ 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 and Deputy 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 Newquay Tretherras.

General Responsibilities applicable to all staff:

- ❖ To demonstrate and promote the values of Cornwall Education Learning Trust at all times.
- ❖ To work effectively with other members of staff to meet the needs of all pupils.
- ❖ To work with professionalism in line with the Trust's Code of Conduct.
- ❖ To attend staff meetings and Trust-based INSET as required.
- ❖ To be responsible for his/her own self-development on a continuous basis, undertaking any training/professional development as appropriate.
- ❖ To be aware of and adhere to all applicable Trust policies and procedures.
- ❖ To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and pupils 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.

Note:

- ❖ This Job Description is illustrative of the general nature and level of responsibility of the work to be undertaken commensurate with the grade. It is not a comprehensive list of all the responsibilities, duties and tasks relating to the post.
- ❖ The postholder may be required to undertake such work as may be determined by the Headteacher/line manager from time to time, up to or at a level consistent with the main responsibilities of the job.
- ❖ This Job Description may be amended at any time in consultation with the postholder.

SPECIAL CONDITIONS OF EMPLOYMENT

Cornwall Education Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The postholder is required to follow all of the Trust's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The postholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.

All offers of employment are conditional and subject to an Enhanced DBS check and, where applicable, a prohibition from teaching check will be completed for all applicants.

Person Specification

Selection Criteria	Essential	Desirable	How Assessed
Education and Training	<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 	Application Form / Interview
Skills and 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 	Application Form / Interview
Specialist 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 • Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people. • Demonstrates an awareness, understanding and commitment to equality and inclusion. 	<ul style="list-style-type: none"> • Knowledge of current education and professional developments and an understanding of their application in a SEND context 	
Values Related 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 		Application Form / Interview

	<p>working relationships with colleagues both within and outside the SEN Department</p> <ul style="list-style-type: none"> • 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 • Collaborate – ability to work effectively as a team • Empower – ability to take initiative and problem solve in order to improve performance • Leadership – To lead by example and achieve shared goals • Transformation – ability to recognise a need for change and adapt accordingly 		
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