



# Ark Elvin Academy

## Job Description- SENCO

At Ark Elvin Academy we are working hard to give all our pupils an excellent and inclusive education and are looking for committed teachers and support staff to join us at this exciting stage in our school improvement journey.

Our team of enthusiastic, high expectations staff are doing what it takes to continue to rapidly improve our school and deliver the outstanding education our community needs and deserves. We are deeply committed to our mission:

***“To ensure that every pupil leaves Elvin confident, articulate, and culturally aware; able to pursue careers they are passionate about, contribute to society and live happy, healthy and fulfilled lives.”***

Our SEN department is a well resourced team at the heart of our school. The SENCO and the SEN leadership team work in close collaboration with our teaching & learning team, pastoral team, safeguarding team, attendance team and extensive mental health provision (Place2be Metal Health School of the Year 2023) to do what it takes to ensure that every child meets their full potential and is happy and successful at school.

In recruiting for our SENCO we are seeking the following from applicants:

- A genuine passion and belief in the potential for every student.
- A passion for SEN and Inclusion.
- A growth mindset
- Motivation to continually improve our SEN provision and maintain our inclusive vision.
- High standards of professionalism
- Ability to work collaboratively with a large and passionate Inclusion team.
- The potential to be an exceptional leader and develop the leadership of others.
- Strong interpersonal, written and oral communication skills.
- Commitment to the safeguarding and welfare of all students.

Please note that all staff and candidates wishing to apply must submit their application via the Eploy portal.

*Ark is committed to safeguarding children; successful candidates will be subject to an enhanced DBS check*



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## Special Educational Needs Coordinator

**Reports to:** Assistant Principal - Inclusion

### The Role

To lead Ark Elvin's inclusive approach to supporting all our young people with SEND to thrive, be happy and be successful.

The SENCO, with the support of the senior leadership team, takes responsibility for the day-to-day operation of provision made by the academy for pupils with SEND and provides professional guidance in the area of SEND in order to secure high quality teaching and the effective use of resources to bring about improved standards of achievement of all pupils.

### Key responsibilities

- Lead, develop and enhance the teaching practice and support strategies for all staff across the Academy in relation to inclusion needs. Monitor the implementation of SEND strategies, to ensure they are being utilised by teaching staff.
- Establish and deliver clear and consistent structures for the identification and support of pupils with barriers to learning including all students who have special needs.
- Effectively line manage and deploy support staff across the curriculum and ensure they add value to the students' experience.
- Monitor the impact of teaching and learning activities on the progress of students receiving support and identify any gaps in provision or delivery.
- Be accountable for our special needs provision, including academic and pastoral care. Play a leading role in maintaining/establishing the whole school's culture and ethos and providing strategies to support pupils with SEND to meet our high expectations in the area of behavior for learning.
- To line manage and develop the Deputy SENCO and Learning Support Assistants
- Maintain the SEN spaces across the school as a calm and safe learning environment for all students accessing support.

### Development of SEND provision

- Develop strategies to ensure early identification of pupils with special educational needs and disabilities.
- Establish and disseminate strategies that support all colleagues in their work with pupils.
- Identify the training needs of colleagues and organise/coordinate training in SEND.
- Develop support at all levels to ensure that colleagues have the best training to fulfil their roles.
- In consultation with the Assistant Principal, deploy staff to ensure both best coverage



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- of pupils and that individual needs are met.
- Ensure effective systems of communication, including feedback about pupils' learning to inform future lesson planning.
- Monitoring the quality of SEND support/team teaching by establishing effective systems to identify and meet the needs of pupils, whilst ensuring that the systems are coordinated, evaluated and regularly reviewed.
- Maintain up-to-date knowledge of national and local initiatives which may impact upon policy and practice.

## Progress & achievement of pupils

- Monitor the achievements, welfare of SEN pupils, and to follow up the progress reviews, liaising with the pastoral team and parents/carers when appropriate.
- Attend bi-weekly Inclusion meetings with the wider team to analyse students' pastoral data and to monitor progress.
- Liaise with subject departments, primary schools and external agencies to ensure that all necessary strategies are put in place to maximise pupil progress.
- Work collaboratively with the EAA coordinator in securing EAA for SEND students.

## Teaching & Learning

- Act as a role model with high expectations of all staff and pupils.
- Contribute to whole school's teaching and learning policy to ensure aspects of inclusive teaching are adopted by all.
- Teach engaging and effective lessons that motivate, inspire and transform pupil's attainment.
- Create a climate for learning within teams and support the notion that all teachers are also learners.
- Use regular, measurable and significant assessments to monitor progress and set targets. Respond accordingly to such monitoring.
- Ensure that all pupils achieve at chronological age level or, if well below level, make significant and continuing progress towards achieving a level.
- Oversee and monitor the quality of inclusion and pastoral support plans and maintain detailed information for subsequent meetings with parents.
- Collect and interpret specialist assessment data gathered on pupils and use to inform practice.
- Maintain regular and productive communication with parents.
- Ensure statutory responsibilities for SEND children are met.



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- Coordinate Annual Review meetings.
- Maintain the SEN spaces across the school as a calm and safe learning environment for all students accessing support.

## Leadership & management

- Lead colleagues and be instrumental in planning for continual improvement.
- Promote an atmosphere of continuing professional development and share good practice with colleagues.
- Support the professional development of all colleagues, including newly qualified teachers and initial teacher training pupils on SEND practice
- Lead a team of staff ensuring a sense of purpose and pride in their work.
- Identify the training needs of colleagues and organise/coordinate training to be delivered by other professionals.
- Disseminate procedural information such as recommendations of the code of practice or the academy's own SEND policy.
- Ensure the establishment of opportunities for learning support assistants to review the needs, progress and targets of all targeted pupils.
- Maintain existing resources and explore opportunities to develop or incorporate new resources from the wide range available within and externally to the academy.

## Other

- Undertake other various responsibilities as directed by the line manager/Principal.
- Undertake any other professional duties as set down in the ARK schools pay and conditions of service document.



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**Person Specification:** Special Educational Needs Coordinator

## Qualification Criteria

- Qualified to degree level and above
- Qualified to teach in the UK
- Right to work in the UK
- NASENCO is desirable. A willingness to undertake the NASENCO is essential for candidates who do not already hold this qualification.

## Experience

- Experience of raising attainment in a challenging classroom environment.
- Experience of prior successful leadership.
- Experience of leadership within the field of special educational needs.
- Experience of identifying, providing, monitoring and evaluating teaching strategies, particularly for pupils with known barriers to learning.
- Experience of having worked successfully in at least one school in an urban, multi-cultural setting, teaching students from backgrounds of socio-economic disadvantage.
- Experience of raising attainment for a wide range of pupil groups and age ranges.
- Experience of leading a high achieving team within a complex school environment.
- Evidence of continually improving the learning of their subject through schemes of work and extra-curricular activities etc.

## Skills and attributes

We are looking for these skills and attributes or at the very least, a candidate's clear, demonstrable capacity to develop them:

## Alignment with Elvin vision

- Relentless drive to do whatever it takes to ensure all pupils succeed.
- Embody our core values – integrity, courage, community and mastery – in all aspects of work and conduct.
- The belief that with the right environment all of our pupils are able to excel at university, or in a meaningful alternative.
- The courage and conviction to make a difference.

## Communication skills

- The ability to listen and communicate effectively.
- Empathy and the ability to understand the needs, aspirations and motivation of diverse individuals and groups.
- The ability to influence and motivate others.



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## Working with others

- Develop and communicate a shared vision.
- Model desired behaviour and values.
- Empower, support and coach others.
- Hold others to account for high standards of performance.
- Understand and resolve conflict.

## Problem solving

- Identify, analyse and resolve problems and issues.
- Evaluate results and identify necessary actions.
- Make fact-based decisions.

## Resilience

- Sustain energy, optimism and motivation in the face of pressure and setbacks.
- Stay calm in difficult situations and maintain clarity of vision.
- Be adaptable in the face of adversity.

## Results and learning orientation

- Awareness of own strengths and limits.
- Commitment to ongoing improvement and learning.
- A passion for teaching and strong subject knowledge.
- Focus on achieving challenging goals and results.
- Resourcefulness and flexibility in delivering outcomes.

## Leadership

- Effective team worker and leader.
- Demonstrates resilience, motivation and commitment to driving up standards of achievement.
- Acts as a role model to staff and students.
- Vision aligned with Elvin's high aspirations, high expectations of self and others.

## Leading the curriculum

- Able to establish curriculum development, assessment, coordination and coaching relationships.
- Has expert communication, planning and organisational skills.
- High expectations for accountability and consistency.

## Leading learning

- Excellent classroom practitioner and coach.
- Effective and systematic behaviour management with clear boundaries, sanctions, rewards and praise.

## Other

- Commitment to equality of opportunity and the safeguarding and welfare of all pupils
- Willingness to undertake training
- This post is subject to an enhanced Disclosure & Barring Service check



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*This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. These responsibilities will be discussed annually as part of the postholder's annual performance review and are subject to change. However, it may be altered at any time subject to need in consultation with the postholder subject to the Principal's approval.*

*An Ark school*